SARA

Screening, Admissions and Releases Application

User Manual

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Welcome to SARA

SARA is a web-based application that provides state-wide, centralized youth detention screening and tracking services with several MIS (Management Information System) reports.

Users

User's can be assigned one or more of the following roles in this chart:

Users Access Profile Chart

User Types	Main Screen	Rights	End Users
Administrator	Authentication Mode New User Edit User	Set authentication mode User management	ITS Help Desk
Super User	Search Youths Admissions Releases Missing FACTS # Missing Referral # Missing Conditions of Release Reports System Messaging Merge Seal/Unseal Volume Sealing	Create/View/Edit/Create youth data Create/View/Edit RAI History and individual records View/Edit Detention History and individual records Record Admission Record Release Enter missing FACTS # Enter missing Referral # Enter missing Conditions of Release Run preset reports (detail and aggregate data) Merge duplicate youth Seal/Unseal record Add system messages	FACTS staff, JDAI, BCJDC/SCI management
Screener	Search	View/Edit RAI History and individual records View/Edit/Create youth and RAI	BCJDC, SCI
Population Manager	Search Admissions Releases Reports	View RAI History and individual records View Detention History and individual records Record/Modify Admission Record/Modify Release Run preset reports (detail and	Detention Centers

		aggregate)	
Field User	Search Missing FACTS # Missing Referral # Missing Conditions of Release Reports	View RAI History and individual records, Edit Youth View Detention History and individual records Enter missing FACTS # Enter missing Referral # Enter missing Conditions of Release Run preset reports (detail and aggregate)	JPPO office staff
Manager Supervisor/Chief	Search Reports	View RAI History and individual records View Detention History and individual records Run preset reports (detail and aggregate)	Field office, Judges
Viewer	Reports	Run preset reports (aggregate only)	Local Coordinators, Mangers, Case Expeditors

To access SARA system, a user name and password is needed. Users are set up and maintained by a SARA Administrator.

User Sign In

How to sign in to SARA

1. Only registered users can sign in with their active user name and password.
2. Type in this URL https://www.newmexicosara.com in the browser's address bar and press the Enter key.

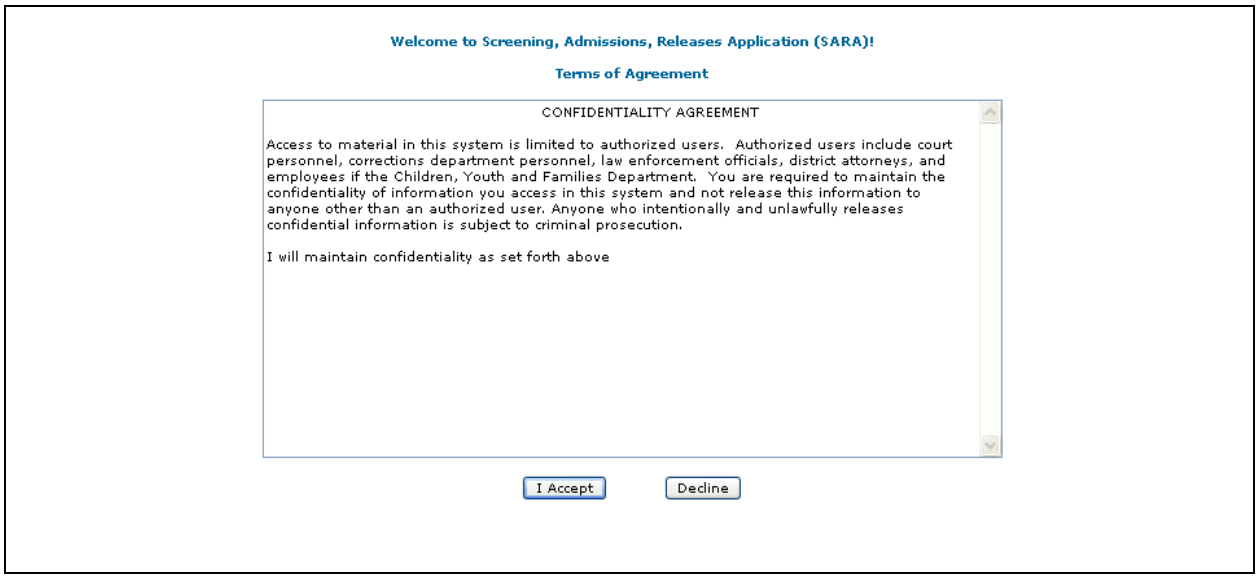
3. Enter your **User Name** and **Password** and click the **Sign In** button. Upon successful sign in, the Terms of Agreement screen is shown.
4. The first time you sign into the application, you will be prompted to change your password. ***Password requirements are: eight characters in length and must contain one capital letter, one special character and one number.***

Tips

- If you forget your password, enter your **User Name** and click the **Forgot Password** button. The password will be sent to the email address registered for your user name in SARA.
- The 'Back' button on the browser has been disabled. If you need to navigate back to the homepage use the 'Home" button.

Terms of Agreement

The Terms of Agreement screen is shown after a successful sign in.

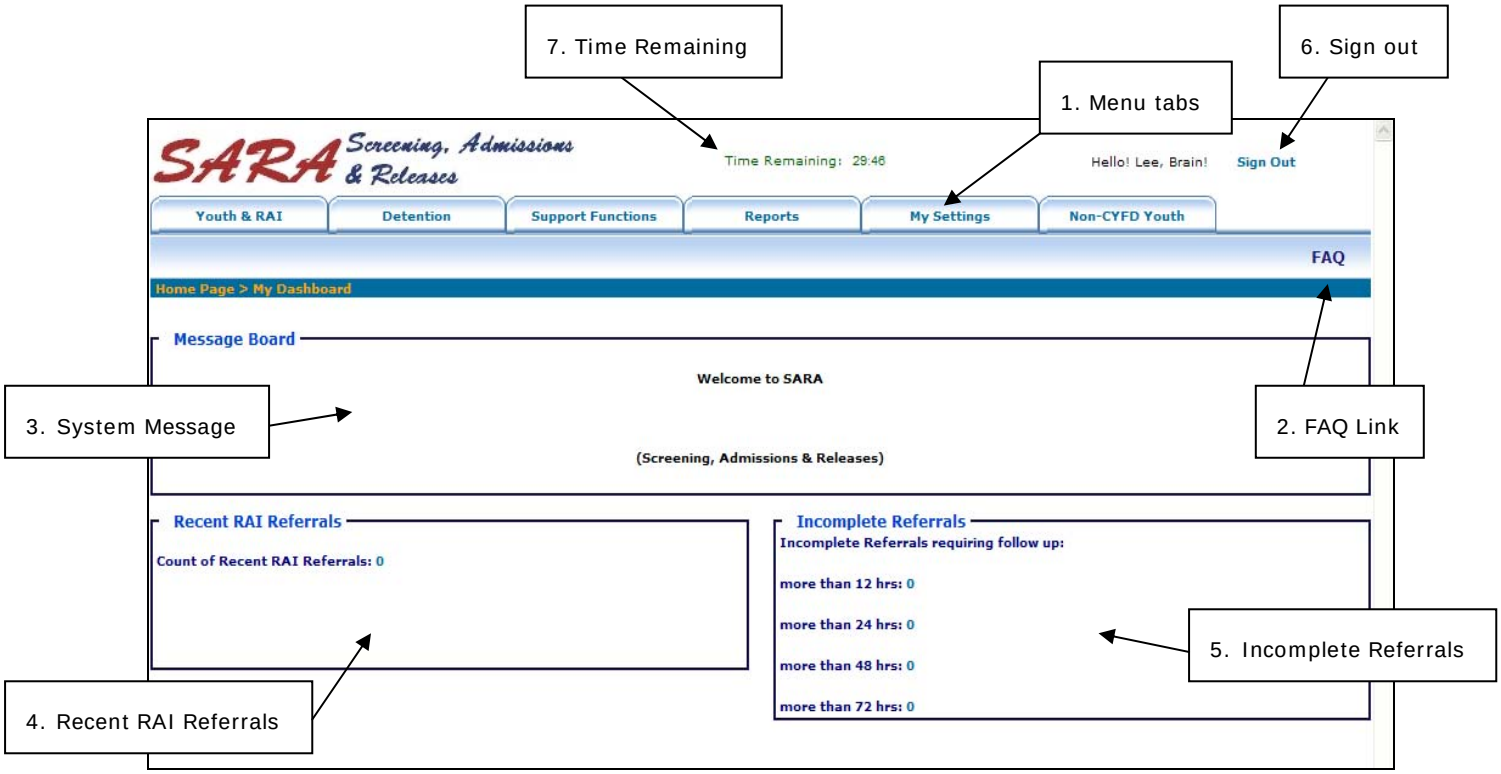

Welcome to Screening, Admissions, Releases Application (SARA)!
Terms of Agreement
CONFIDENTIALITY AGREEMENT
Access to material in this system is limited to authorized users. Authorized users include court personnel, corrections department personnel, law enforcement officials, district attorneys, and employees if the Children, Youth and Families Department. You are required to maintain the confidentiality of information you access in this system and not release this information to anyone other than an authorized user. Anyone who intentionally and unlawfully releases confidential information is subject to criminal prosecution.
I will maintain confidentiality as set forth above
I Accept
Decline

Read the Confidentiality Agreement and then make your selection.

- If you click the **I Agree** button, this signifies you accept the Terms of Agreement and will be taken to the SARA Home page.
- If you click the **Decline** button, this signifies you decline the Terms of Agreement and will be taken back to the **Sign In** screen.

SARA Home Page

SARA Home page is shown once the Terms of Agreement is accepted.



1. You can browse through the application modules by selecting **menu tabs** and sub menu options available under each menu tab.
2. Click **FAQ** link to view the list of frequently asked questions and their answers.
3. The **System Message** box displays greetings and/or important system messages.
4. **Recent RAI Referrals** box displays a count of recent (last 4 days) RAI's called in by the logged in user. Clicking on the count will open a pop-up window displaying the details of those RAI's in the list. Clicking on the print button will create pdf pop-up window to list the recent RAI's which can be sent to a printer.
5. **Incomplete Referrals** box displays count of incomplete referrals. It displays RAI's where actual decision is "detained" but no admission has been recorded for 12, 24, 48 or 72 hrs. Clicking on the count opens up a pop-up window displaying all the incomplete referrals in a list. The list also

provides a ‘record admission’ link for population managers to allow them to record an admission for the selected referral. Clicking on the **print** button will create pdf pop-up window to list the RAI’s pending admission to a detention center. There is a **Send Email** button to allow users to send an email to the JDAI Coordinator email box to notify us a juvenile was not detained after all.

6. Once inside the application, you can log out by clicking the **Sign Out** link available on top right of the screen.

7. A clock is provided on each screen of the application so you will know how many minutes you have in your session before it times out. The time is reset each time you complete a task in the application.

Tip

While using any of the modules of the application, you can navigate back to the Home page by clicking on **Home** link.

Administration Set-up Tasks

A SARA Administrator must set up users before they can access the system.

SARA users have access to different functions of the application depending upon their user roles and the access rights available with each role.

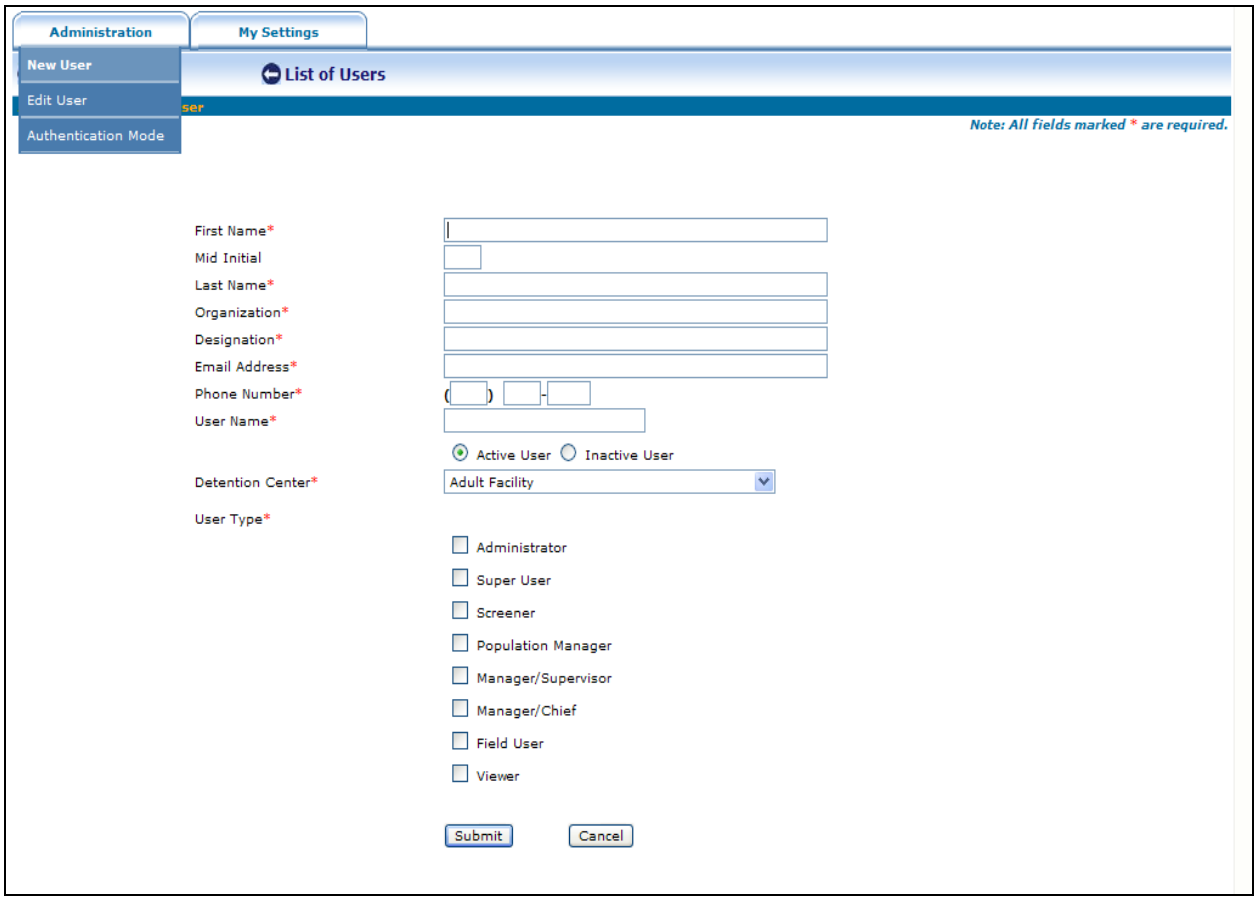
New User

1. To add a SARA user, from the **menu** tab choose **Administration** -> **Edit User**.
2. In the **List of Users** screen-fill out first few letters of the first name and/or last name and press SEARCH.
3. Select **Edit** on a possible match and verify information.
4. If first view of personal information is not a match, click the **List of Users** link to review personal information for each subsequent possible match.
5. If a match is found, update information if necessary.
6. Click SAVE CHANGES.

Tip

Pressing the **Search** button with no criteria will bring up a list of all users in SARA.

7. If no match is found, Click on **Administration** -> **New User**



8. Enter the details for the user.

9. If the user has a Novell Log in, their SARA username should be the same. If the user does not have a Novell Log in, the user name should be their firstnamelastname

Tip

Clicking the **cancel** button will clear all filled entries.

10. To activate the account for the new user, select “Active User”.

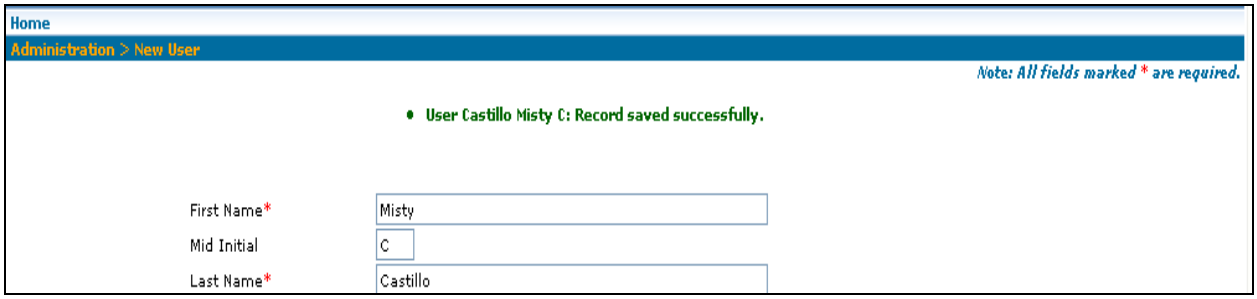
    - *If you select “Inactive User”, this will create an inactive login account and the user will not be able to login.*

11. Select their “User Type” to set their access rights for SARA. A user can be in more than one role at a time.

    - If the user is a population manager, select the corresponding detention center from the drop down list.
    - If the user is a field user or supervisor, select the corresponding supervisor from the drop down list.

12. Click **Submit** button to save.

13. A ‘Successfully saved…’ message will appear.



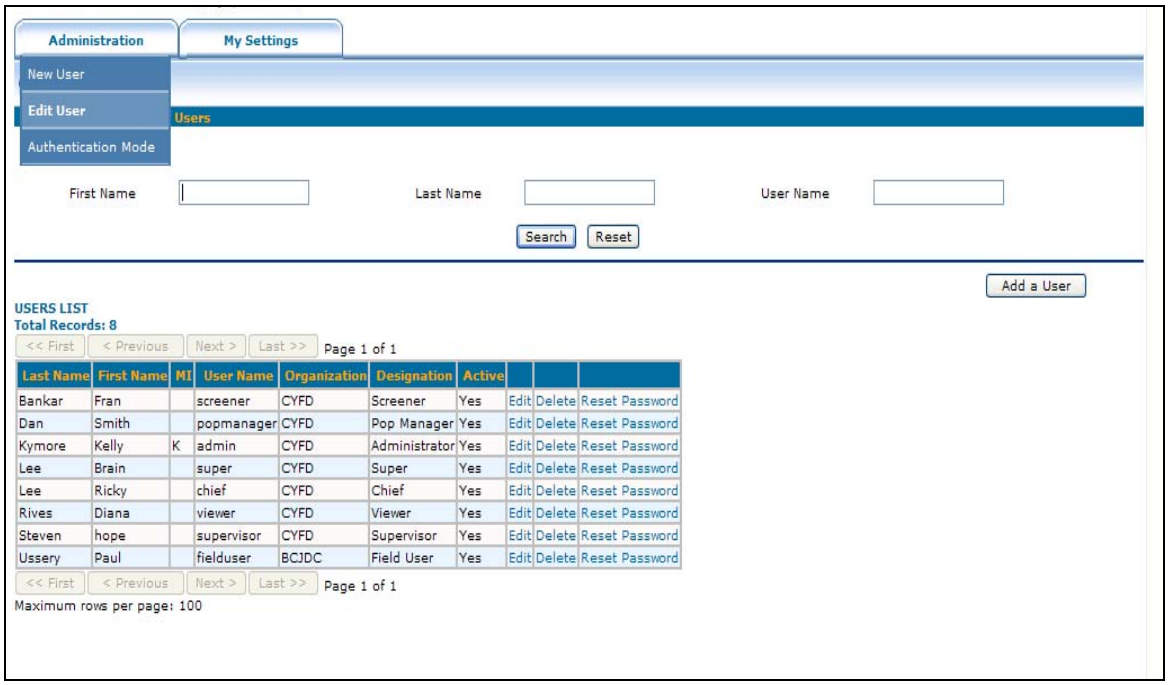
- ❖ User login details are emailed to the user’s email address entered in the email address box.

14. Click **Home** link to close this screen and go to Home page.

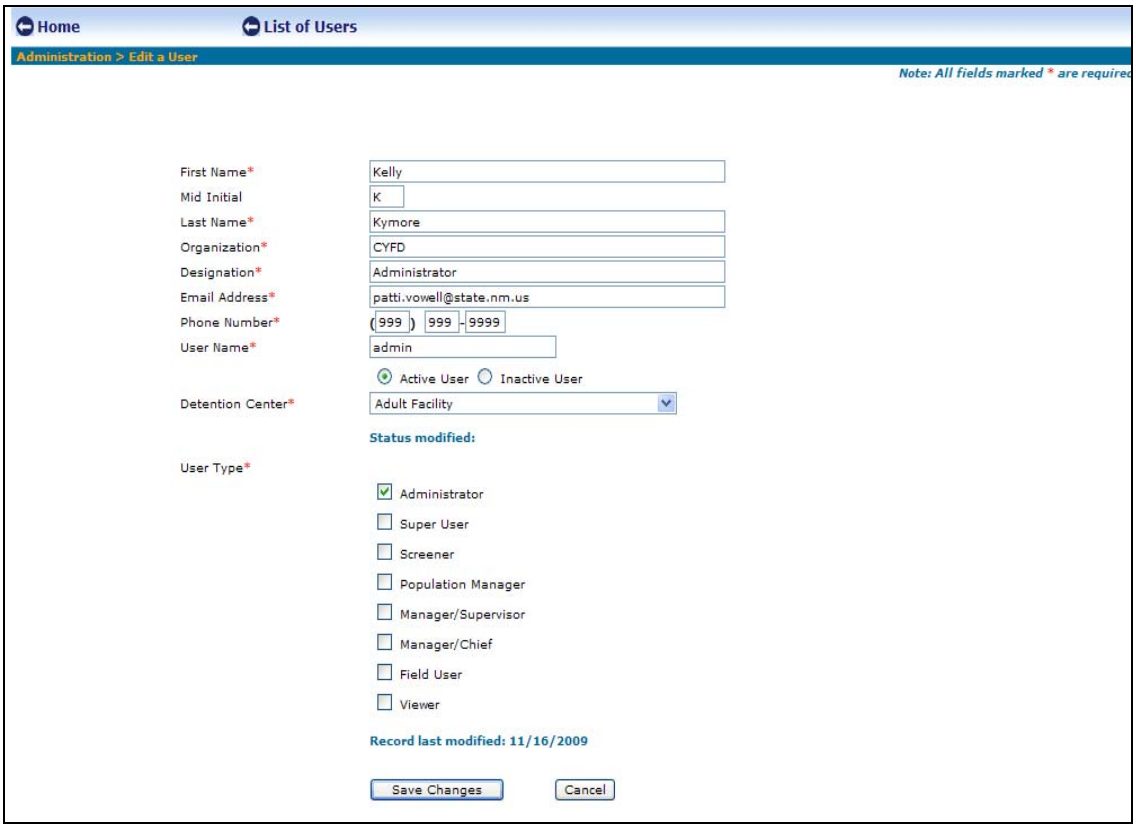
Edit a User

1. To modify details of a SARA user, from the **menu** tab choose **Administration** -> **Edit a User**.

2. First **Search** for the user. List of users matching the search criteria is displayed.


Administration
My Settings
New User
Edit User
Authentication Mode
Users
First Name
Last Name
User Name
Search
Reset
Add a User
USERS LIST
Total Records: 8
<< First
< Previous
Next >
Last >>
Page 1 of 1
Last Name | First Name | MI | User Name | Organization | Designation | Active
Bankar | Fran | screener | CYFD | Screener | Yes | Edit | Delete | Reset Password
Dan | Smith | popmanager | CYFD | Pop Manager | Yes | Edit | Delete | Reset Password
Kymore | Kelly | K | admin | CYFD | Administrator | Yes | Edit | Delete | Reset Password
Lee | Brain | super | CYFD | Super | Yes | Edit | Delete | Reset Password
Lee | Ricky | chief | CYFD | Chief | Yes | Edit | Delete | Reset Password
Rives | Diana | viewer | CYFD | Viewer | Yes | Edit | Delete | Reset Password
Steven | hope | supervisor | CYFD | Supervisor | Yes | Edit | Delete | Reset Password
Ussery | Paul | fielduser | BCJDC | Field User | Yes | Edit | Delete | Reset Password
Maximum rows per page: 100

3. From the list of users, click the **Edit** link for the user to be modified. The **Edit a User** screen appears for the selected user.



4. Modify any necessary details for the user.

    a. To inactivate an active user login account, select “Inactive User”.

    b. To re-activate an inactive user account, select “Active User”.

    c. Select/Unselect their “User Type” to modify the access rights to use SARA functions.

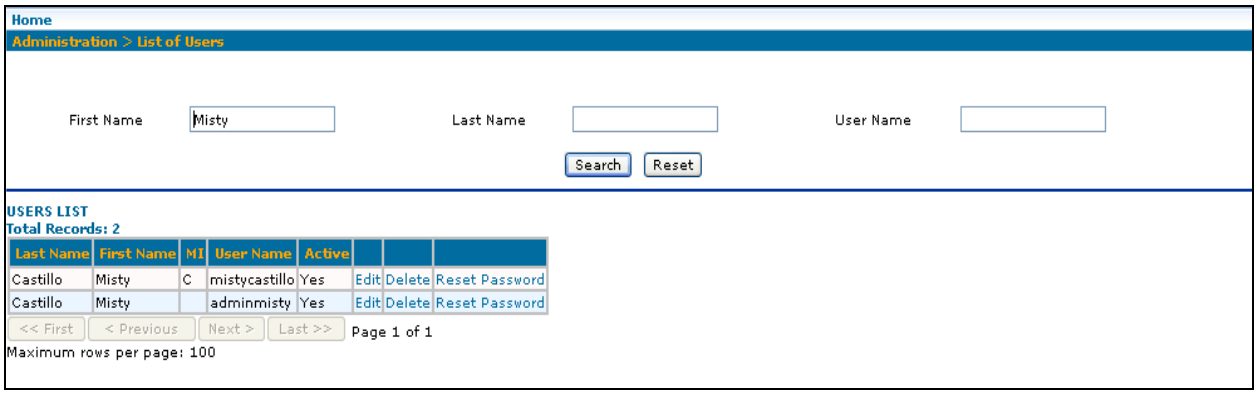
5. Click **Save Changes** button to save changes to this user.

6. Click **Home** link to close this screen and go to Home page or click **List of Users** to go to List of Users screen.

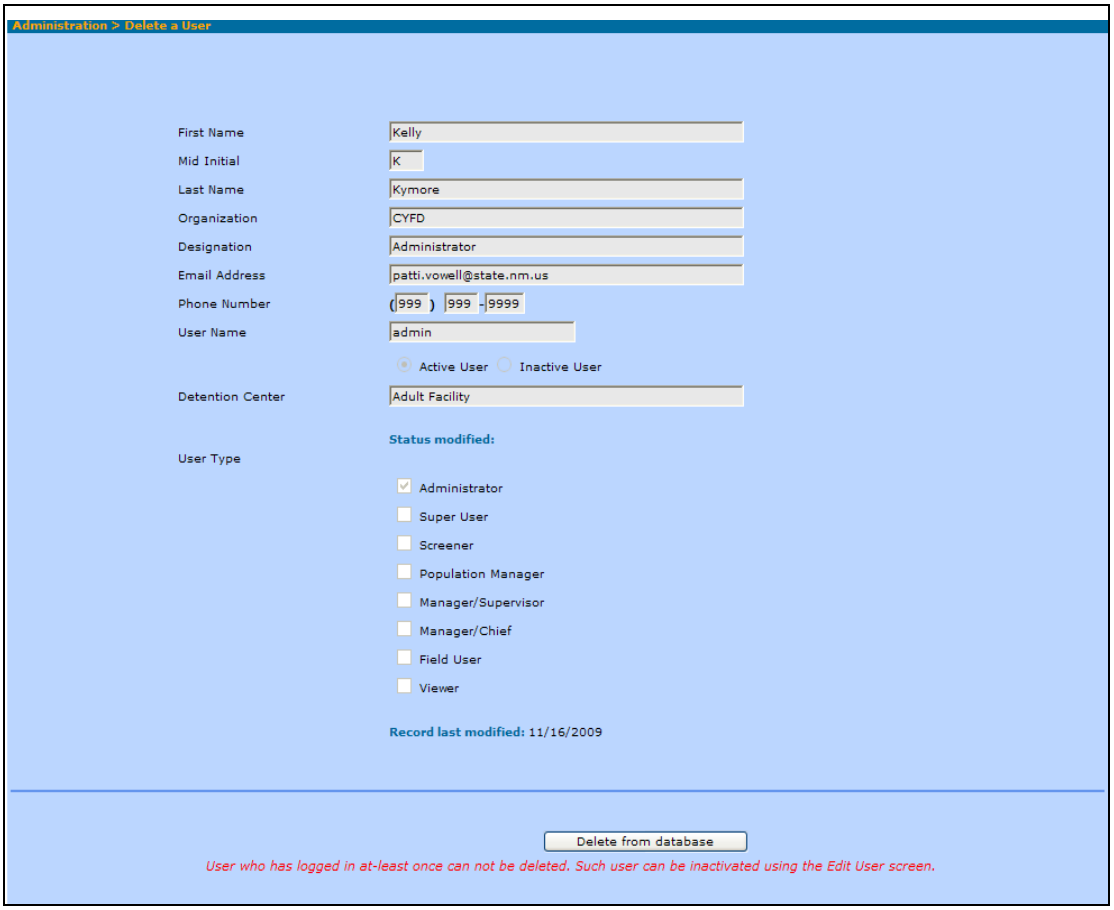
Delete a User

1. To delete a SARA user, from the **menu** tab choose **Administration** -> **Edit a User**.

2. First **Search** for the user. List of users matching the search criteria is displayed.



3. From the list of users, click the **Delete** link for the user to be deleted.



- ❖ Details of the selected user are displayed in read-only mode.

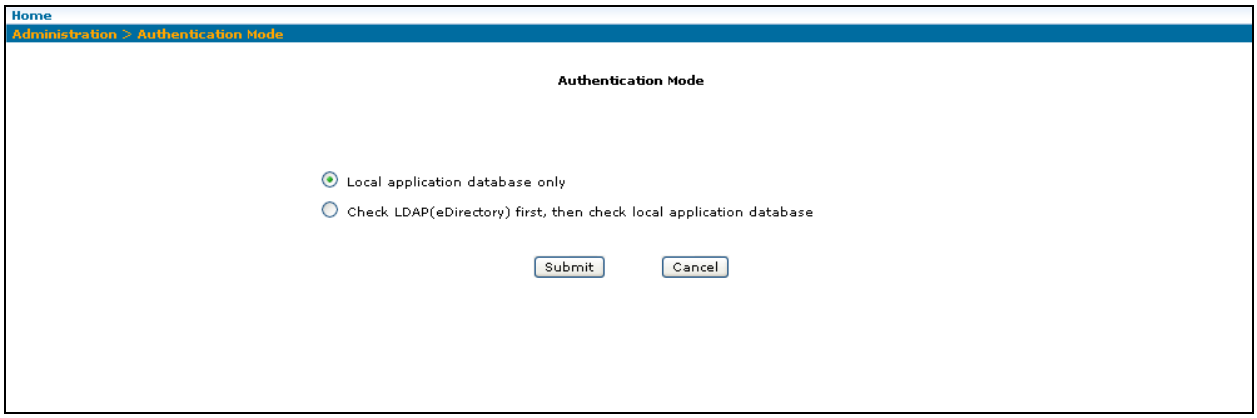
4. Click **Delete from database** button to delete the selected user from the database.

- ❖ A user who has signed in at-least once cannot be deleted. Such a user can be inactivated by clicking on **List of Users** link, then the **Edit** link of the desired user. Next select **Inactive User** and press **Submit**.

5. Click **Home** link to close this screen and go to Home page or click **List of Users** to go to List of Users screen.

Sign In Authentication Mode

1. To select or change mode of Authentication, from the **menu** tab choose **Administration** -> **Authentication Mode**.

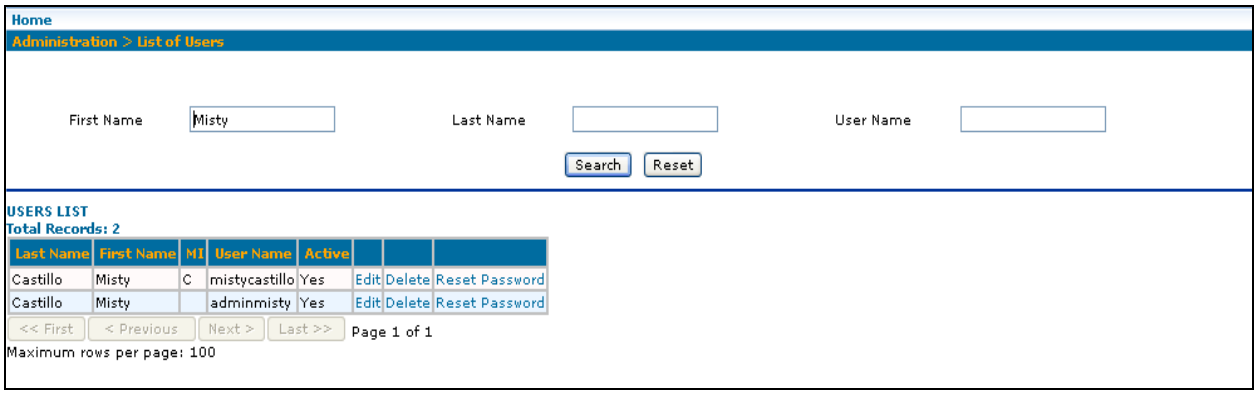


2. Two options are available.
    a. If chosen mode is **Local application database only**, then user name and password are authenticated from local (SARA) application database.
    b. If chosen mode is **Check LDAP (eDirectory) first, then check local application database**, then user name and password are authenticated from LDAP Novell eDirectory first. If the user name does not exist in LDAP Novell eDirectory, then authenticates user name and password from the local (SARA) application database.
3. Click **Submit** button to save changes.
4. Click **Home** link to close this screen and go to Home page.

Reset Password by Administrator

Administrators have access rights to reset the password of any SARA user.

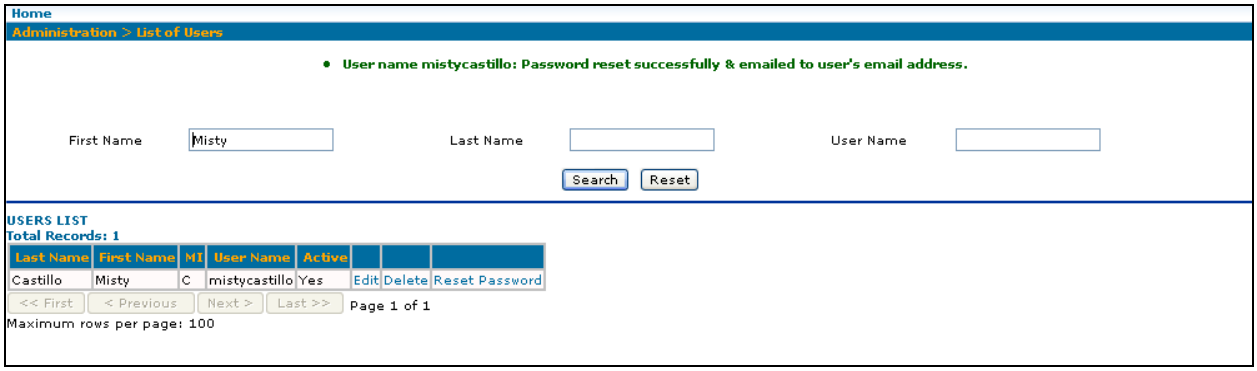
1. To reset password of SARA user, from the **menu** tab choose **Administration** -> **Edit a User**.
2. First **Search** for the user. List of users matching the search criteria is displayed.



3. From the list of users, click the **Reset Password** link.

   ❖ Alert message appears asking for confirmation to reset password. Click **Cancel** to cancel the operation Or Click **OK** to reset the password of selected user.

4. A 'Successfully reset password …' message will appear:



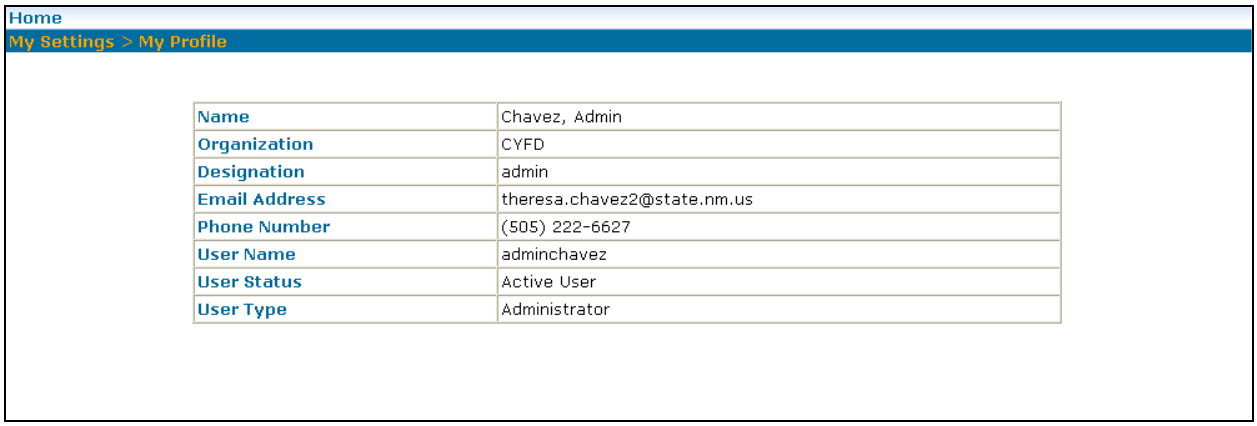
   ❖ The default password is sent to the E-mail id of the selected user.

5. Click **Home** link to close this screen and go to Home page.

My Profile

All users have access rights to My Profile.

1. To see your profile, from the **menu** tab choose **My Settings** -> **My Profile**. The **My Profile** screen appears.



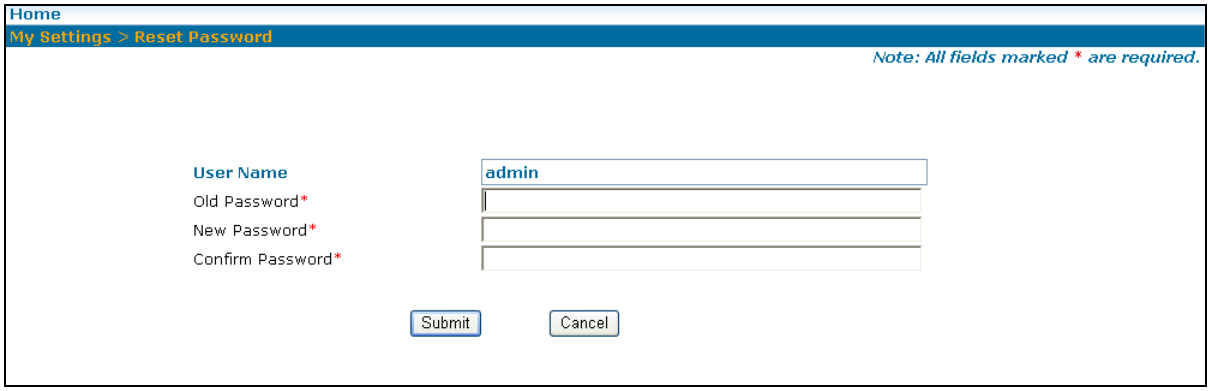
- ❖ Details of the currently signed in user are displayed in read only format.
- ❖ If there are any errors, send an email with corrections to jdai.coordinator@state.nm.us

2. Click **Home** link to close this screen and go to Home page.

Reset Password (My Settings)

Any signed in SARA user can change their password.

1. To reset your password, from the **menu** tab choose **My Settings** -> **Reset Password**.



2. Enter the Old Password, New Password and Confirm Password.

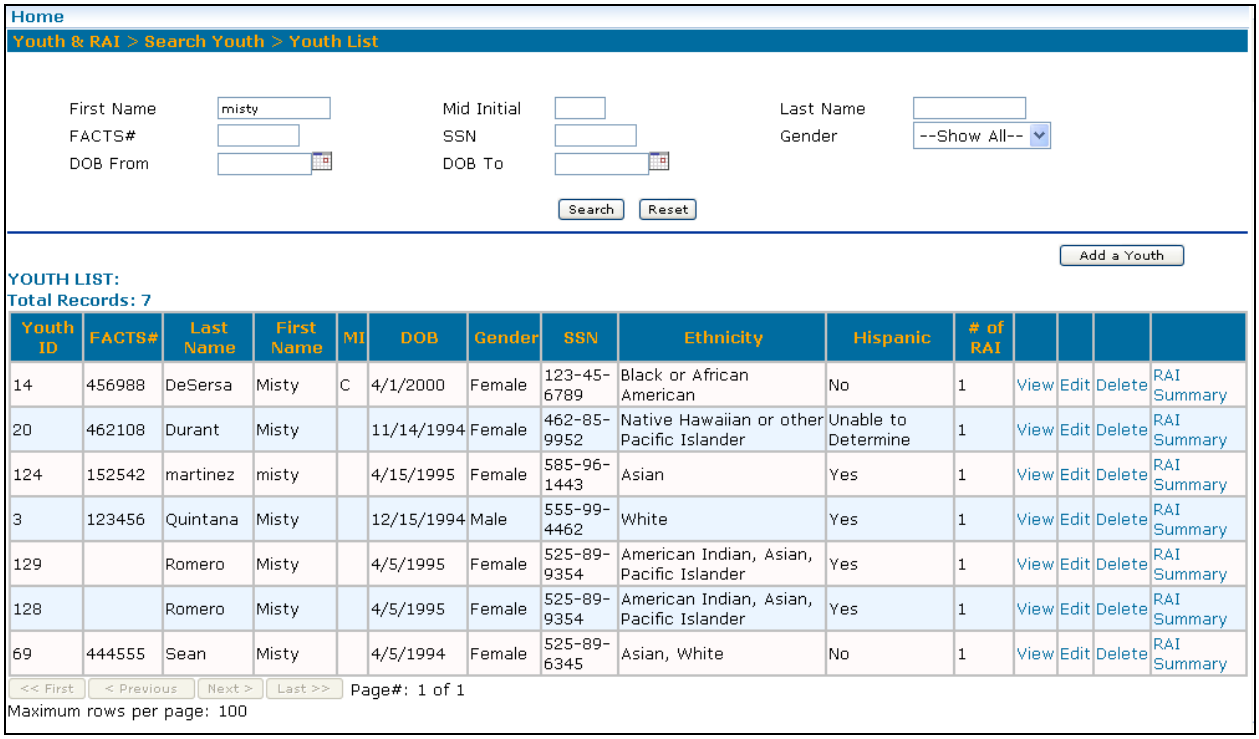
Password requirements are: eight characters in length and must contain one capital letter, one special character and one number.

3. Click **Submit** button to reset the password.
4. Click **Cancel** button to clear or reset the filled entries.
5. Click **Home** link to close this screen and go to Home page.

Add Youth & Add a RAI

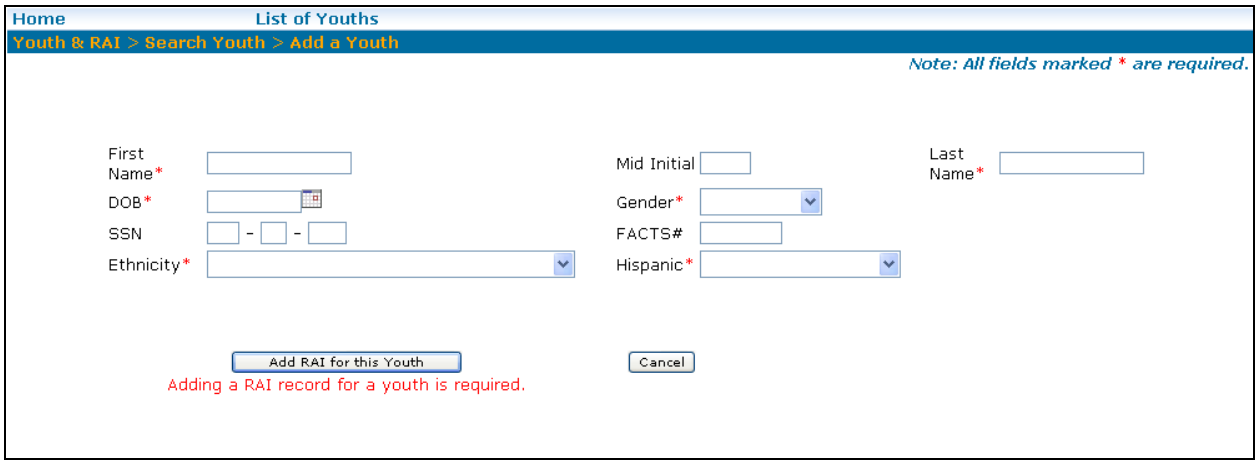
1. To add a youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

2. You must first **Search** for the youth before the **Add a Youth** button is enabled. A list of possible matches will be displayed. *It is important to search by using a small combination of letters in the first and/or last name if you do not have a FACTS # or SS #. This will allow you to find possible matches for a youth who may spell their name in an unfamiliar way. Example: The caller is asking for a RAI on Corey Gonzales and you type in Cory Gonzalez.* You will not find the youth you are looking for and possibly create a duplicate youth.


Home
Youth & RAI > Search Youth > Youth List
First Name
misty
Mid Initial
Last Name
FACTS#
SSN
Gender
--Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View | Edit | Delete | RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View | Edit | Delete | RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View | Edit | Delete | RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View | Edit | Delete | RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View | Edit | Delete | RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View | Edit | Delete | RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View | Edit | Delete | RAI Summary
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Maximum rows per page: 100

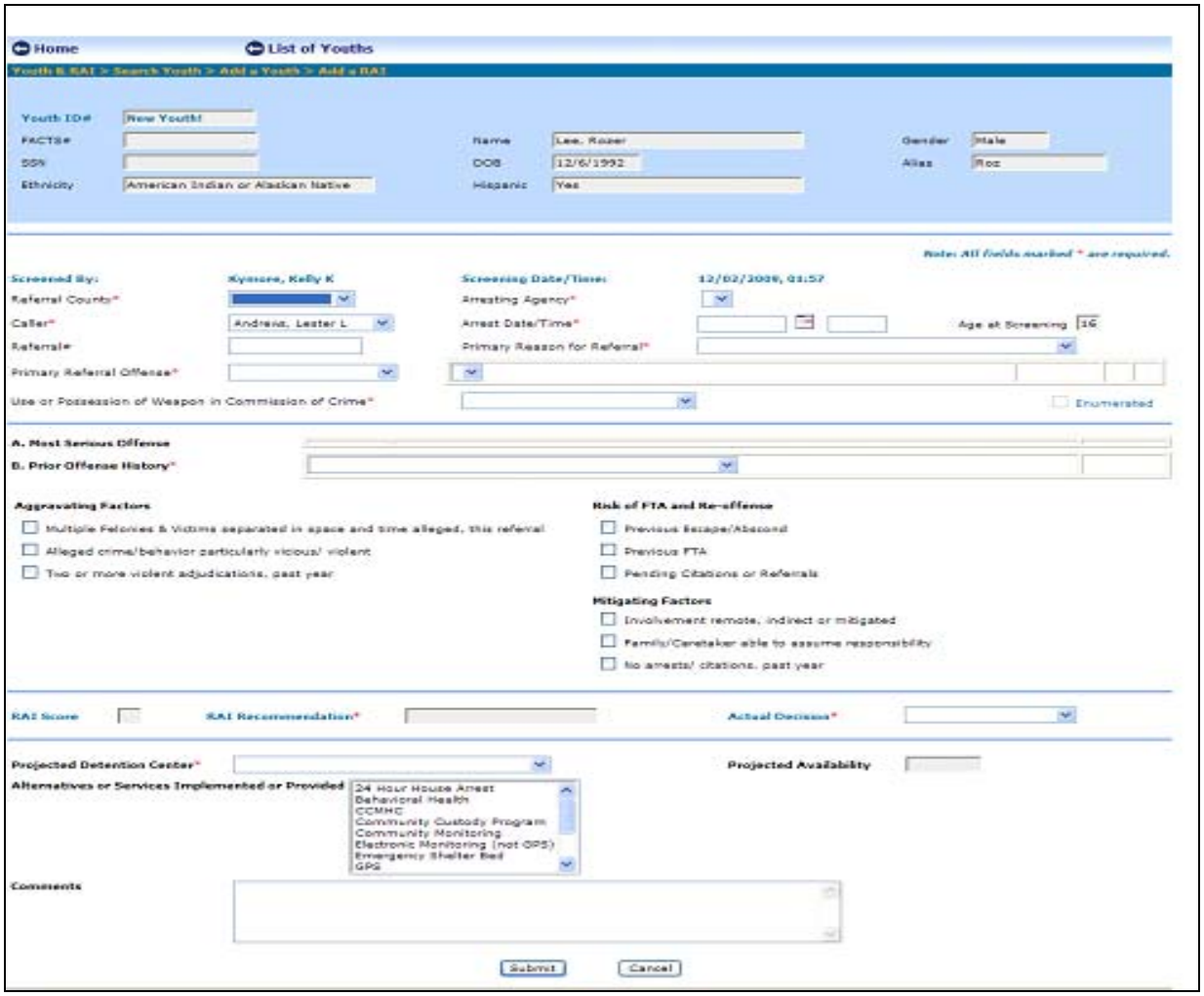
3. If there is a match, go to **Add new RAI for an existing Youth** instructions, step 3 (page 19).

4. If there is not a match, press the **Add a Youth** button.



5. Enter the details of the youth.

6. Click **Add RAI for this Youth** button to add RAI for new youth.



7. Enter the RAI details of the Youth.

Tip

Clicking the **cancel** button will clear all filled entries.

a. The system automatically enters N/A in FACTS# field if both the following two conditions are met:

- ❖ FACTS # of the youth is not available.
- ❖ The primary reason for referral is any of the following:
  1. ICJ/INS Hold
  2. Hold Out of State-ICJ
  3. Hold Out of State-ICE

b. A drop down to indicate the 'state' will be displayed if the primary reason for referral is among the above three reasons.

c. The referral # field will be displayed as 111111 when the primary reason for referral is any of the following:

- ❖ Warrant-Bench
- ❖ Warrant-Parole Detention Order/Retake
- ❖ Electronic Monitoring
- ❖ GPS Violation
- ❖ Hold for out of state-ICJ
- ❖ Hold for out of state-ICE
- ❖ ICJ/INS Hold
- ❖ Violation of court order/condition of release
- ❖ Drug Court or Juvenile Court Hold (post disp)
- ❖ Disposition-15 day detention
- ❖ Detained pending post-dispositional placement
- ❖ Committed/Diag-return to court on pending case
- ❖ Transfer from another center
- ❖ Parole Retake
- ❖ Warrant-FTA

d. If an auto detain is selected, the rest of the RAI will be disabled and the required *'s will not appear. The disabled fields will be everything below the primary reason for referral up to the RAI recommendation. The 'actual decision' will be auto-filled to Detained. If actual decision is further changed, then an override will be required.

e. When Use or Possession of Weapon in Commission of a Crime is a Fire Arm and Enumerated is FALSE, the most serious offense will display in the Fire Arm category.

f. Mitigating factors will be disabled if the 'enumerated' field is checked.

g. For Aggravating Factors, Risk of FTA and Re-Offense, one point will be added to the RAI score for each checked checkbox. For Mitigating Factors, one point will be deducted from the RAI score for each checked option.

h. RAI Score = Most serious offense points + Prior Offense Points + Aggravating Factors +Risk/FTA points – Mitigating Factor points.

i. Override is required only when the recommendation and decision do not match.

j. When primary reason for referral is selected as one of the "Warrant-..." values in the dropdown and if the RAI score is less than 12, even if the Actual Decision is "Detained", an override request will not be displayed.

k. If primary reason for referral is "Probation Violation (warrant)", an override is not required.

l. If primary reason for referral is "Probation Violation" or Delinquent offense + Probation Violation (no warrant), an override is required.

m. An override explanation will be mandatory only if 'other' is selected in override.

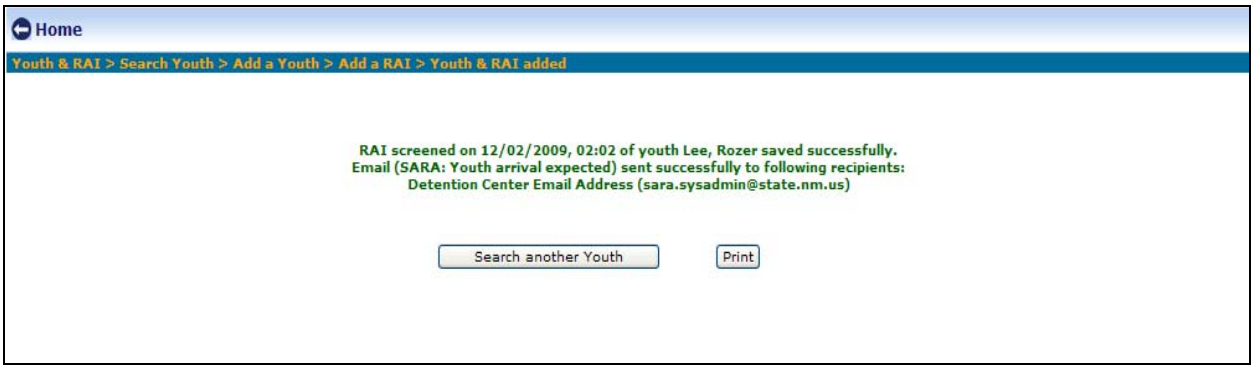
n. Projected Detention Center field is displayed if the actual decision is 'detained'. When you select the projected detention center a projected availability will appear. This number should correspond to the number of beds available in the detention center selected.

o. Email notifications:

- ❖ An email alert will be sent to the Projected Detention Center when the actual decision is 'detained'.
- ❖ When Primary referral offense is 'FINS' and actual decision is 'detained' for a RAI, an email is sent to JDAI Coordinator and Assistant Statewide JDAI coordinator.
- ❖ An email is sent to JDAI Coordinator when a child >11 yoa or <18 yoa has been admitted to a juvenile detention facility.
- ❖ An email is sent to JDAI Coordinator when a youth presented for detention has an outstanding release and has been presented for a new detention hold.

8. Click **Submit** button to save Youth and RAI.

9. A 'Successfully saved…' message will appear:


Home
Youth & RAI > Search Youth > Add a Youth > Add a RAI > Youth & RAI added
RAI screened on 12/02/2009, 02:02 of youth Lee, Rozer saved successfully.
Email (SARA: Youth arrival expected) sent successfully to following recipients:
Detention Center Email Address (sara.sysadmin@state.nm.us)
Search another Youth
Print

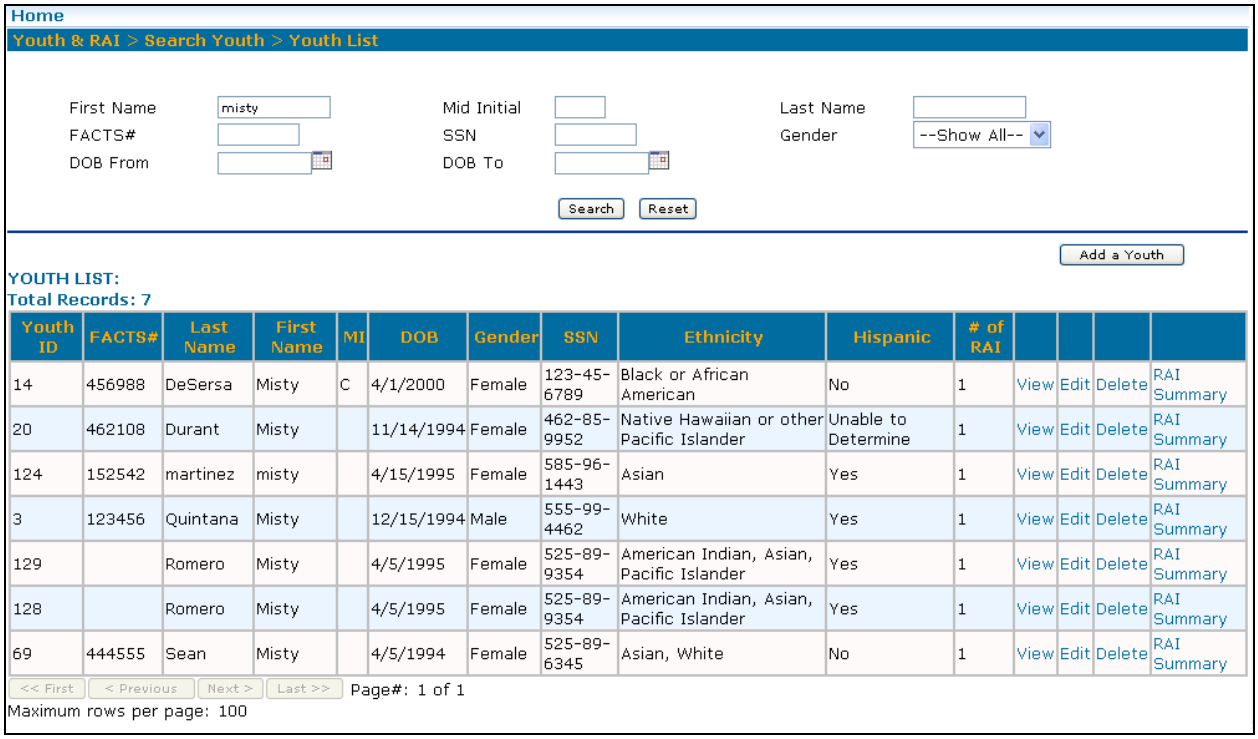
- ❖ The print button will open a PDF file so you can print.

10. Click **Home** link to close this screen and go to Home page.

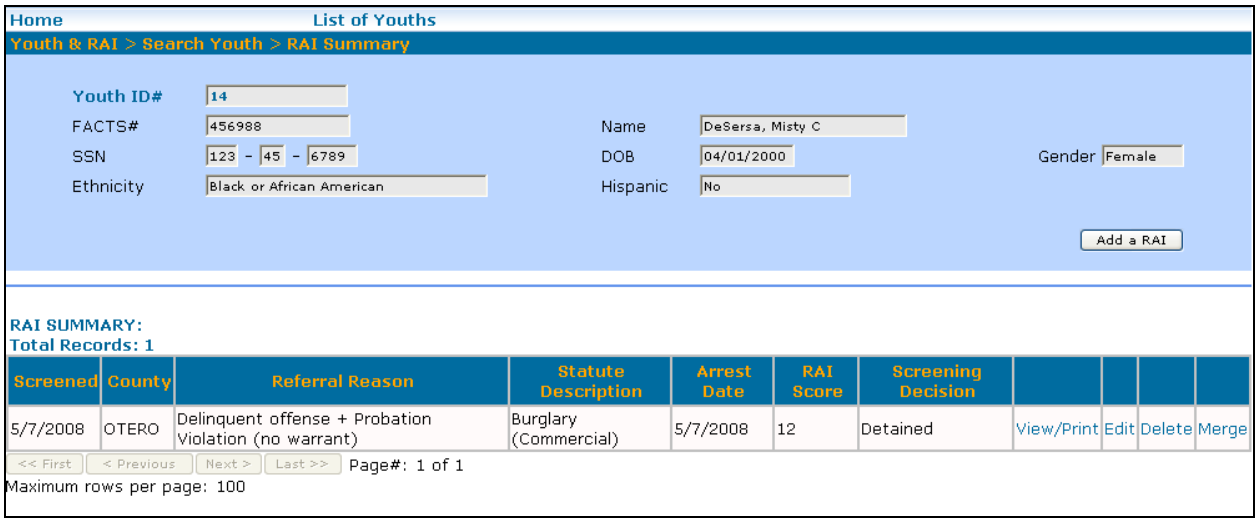
Add new RAI for an existing Youth

1. To add RAI for Existing youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**. The **Youth List** screen appears.

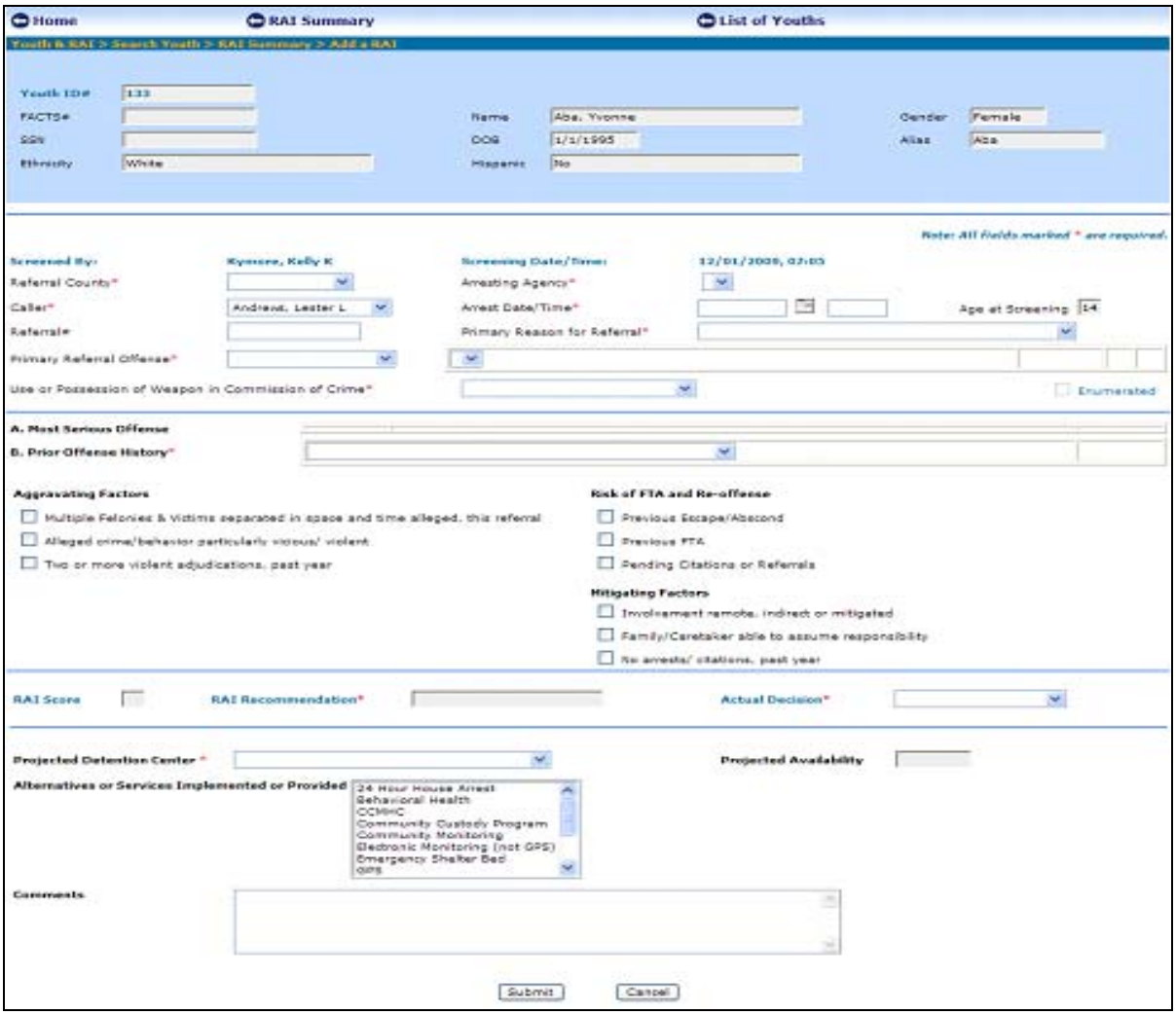
2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Search Youth > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View Edit Delete RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View Edit Delete RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View Edit Delete RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View Edit Delete RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View Edit Delete RAI Summary
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

3. If there is a match for the youth, click on the RAI summary to view a list of all completed RAI's to ensure the current alleged offense has not been scored.


Home
List of Youths
Youth & RAI > Search Youth > RAI Summary
Youth ID# 14
FACTS# 456988
Name DeSersa, Misty C
SSN 123 - 45 - 6789
DOB 04/01/2000
Gender Female
Ethnicity Black or African American
Hispanic No
Add a RAI
RAI SUMMARY:
Total Records: 1
Screened | County | Referral Reason | Statute Description | Arrest Date | RAI Score | Screening Decision
5/7/2008 | OTERO | Delinquent offense + Probation Violation (no warrant) | Burglary (Commercial) | 5/7/2008 | 12 | Detained | View/Print Edit Delete Merge
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

4. If there is a match for the youth and there is not a RAI scored for the current offense, press the **Add a RAI** button.



5. Enter the RAI details of the Youth.

   a. The system automatically enters N/A in FACTS# field if both the following two conditions are met:

      - ❖ FACTS # of the youth is not available.
      - ❖ The primary reason for referral is any of the following:
        1. ICJ/INS Hold
        2. Hold Out of State-ICJ
        3. Hold Out of State-ICE

   b. A drop down to indicate the ‘state’ will be displayed if the primary reason for referral is among the above three reasons.

c. The referral # field will be displayed as 111111 when the primary reason for referral is any of the following:

- ❖ Warrant-Bench
- ❖ Warrant-Parole Detention Order/Retake
- ❖ Electronic Monitoring
- ❖ GPS Violation
- ❖ Hold for out of state-ICJ
- ❖ Hold for out of state-ICE
- ❖ ICJ/INS Hold
- ❖ Violation of court order/condition of release
- ❖ Drug Court or Juvenile Court Hold (post disp)
- ❖ Disposition-15 day detention
- ❖ Detained pending post-dispositional placement
- ❖ Committed/Diag-return to court on pending case
- ❖ Transfer from another center
- ❖ Parole Retake
- ❖ Warrant-FTA

d. If an auto detain is selected, the rest of the RAI will be disabled and the required *'s will not appear. The disabled fields will be everything below the primary reason for referral up to the RAI recommendation. The 'actual decision' will be auto-filled to Detained. If actual decision is further changed, then an override will be required.

e. When Use or Possession of Weapon in Commission of a Crime is a Fire Arm and Enumerated is FALSE, the most serious offense will display in the Fire Arm category.

f. Mitigating factors will be disabled if the 'enumerated' field is checked.

g. For Aggravating Factors, Risk of FTA and Re-Offense, one point will be added to the RAI score for each checked checkbox. For Mitigating Factors, one point will be deducted from the RAI score for each checked option.

h. RAI Score = Most serious offense points + Prior Offense Points + Aggravating Factors +Risk/FTA points – Mitigating Factor points.

i. Override is required only when the recommendation and decision do not match.

j. When primary reason for referral is selected as one of the "Warrant-..." values in the dropdown and if the RAI score is less than 12, even if the Actual Decision is "Detained", an override request will not be displayed.

k. If primary reason for referral is "Probation Violation (warrant)", an override is not required.

l. If primary reason for referral is "Probation Violation" or Delinquent offense + Probation Violation (no warrant), an override is required.

m. An override explanation will be mandatory only if 'other' is selected in override.

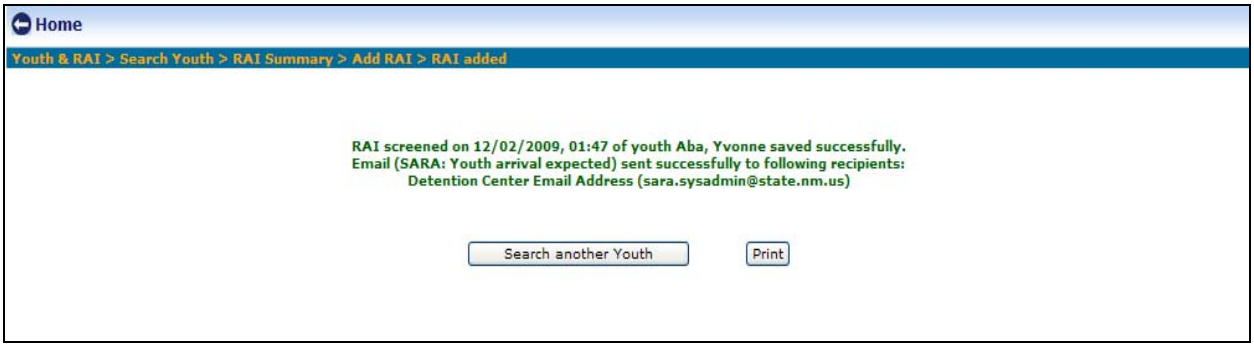
n. Projected Detention Center field is displayed if the actual decision is 'detained'. When you select the projected detention center a projected availability will appear. This number should correspond to the number of beds available in the detention center selected.

o. Email notifications:

- ❖ An email alert will be sent to the Projected Detention Center when the actual decision is 'detained'.
- ❖ When Primary referral offense is 'FINS' and actual decision is 'detained' for a RAI, an email is sent to JDAI Coordinator and Assistant Statewide JDAI coordinator.
- ❖ An email is sent to JDAI Coordinator when a child >11 yoa or <18 yoa has been admitted to a juvenile detention facility.
- ❖ An email is sent to JDAI Coordinator when a youth presented for detention has an outstanding release and has been presented for a new detention hold.

6. Click **Submit** button to save Youth and RAI.

7. A 'Successfully saved…' message will appear:


Home
Youth & RAI > Search Youth > RAI Summary > Add RAI > RAI added
RAI screened on 12/02/2009, 01:47 of youth Aba, Yvonne saved successfully.
Email (SARA: Youth arrival expected) sent successfully to following recipients:
Detention Center Email Address (sara.sysadmin@state.nm.us)
Search another Youth
Print

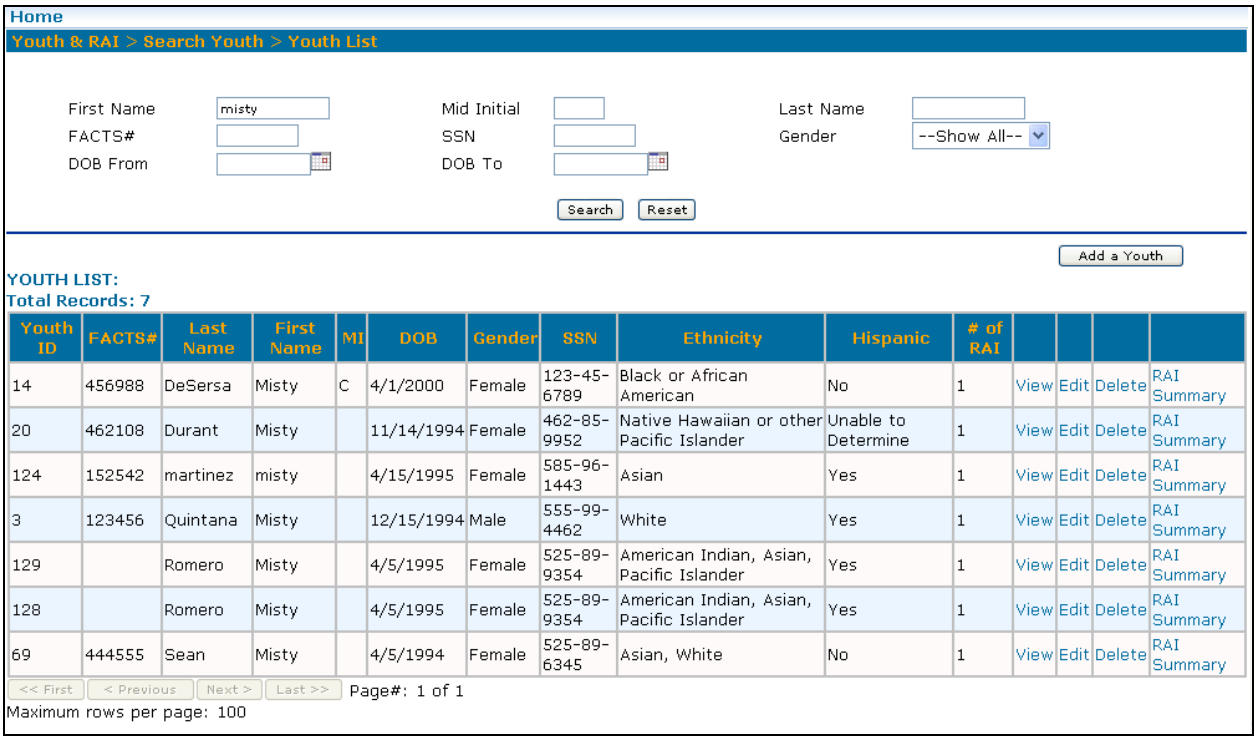
- ❖ The print button will open a PDF file to print from.

8. Click **Home** link to close this screen and go to Home page.

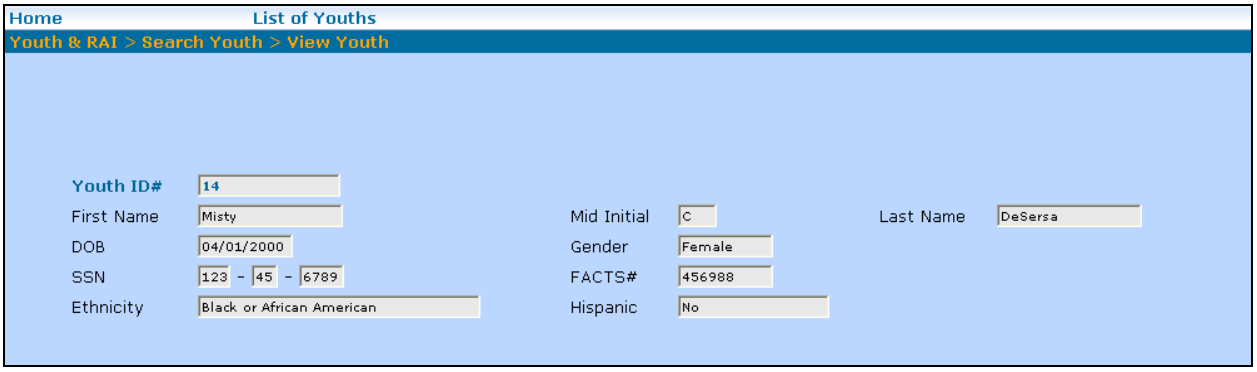
View Youth

1. To view identifying details of a youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Search Youth > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View Edit Delete RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View Edit Delete RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View Edit Delete RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View Edit Delete RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View Edit Delete RAI Summary
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **View** link for the youth to be viewed. The **View Youth** screen appears for the selected youth.



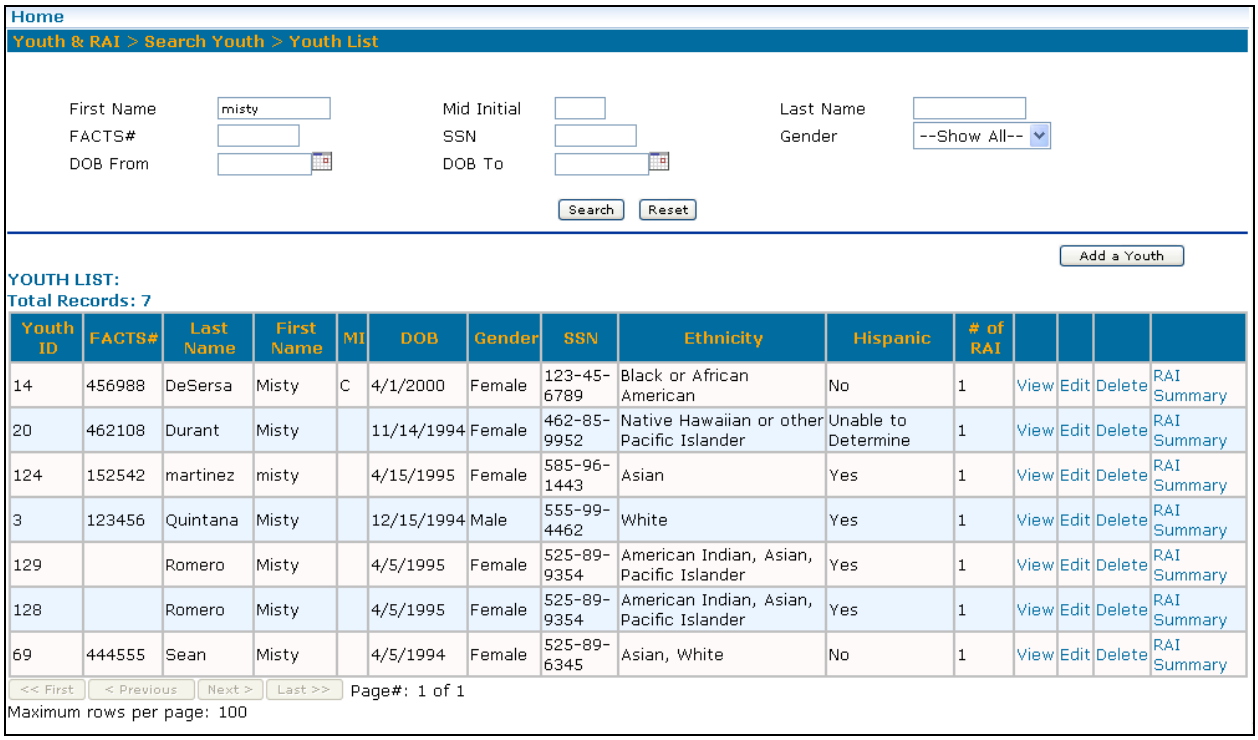
- ❖ Details of the selected youth are displayed in read-only mode.

4. Click **Home** link to close this screen and go to Home page or click **List of Youths** to go to Youth List screen.

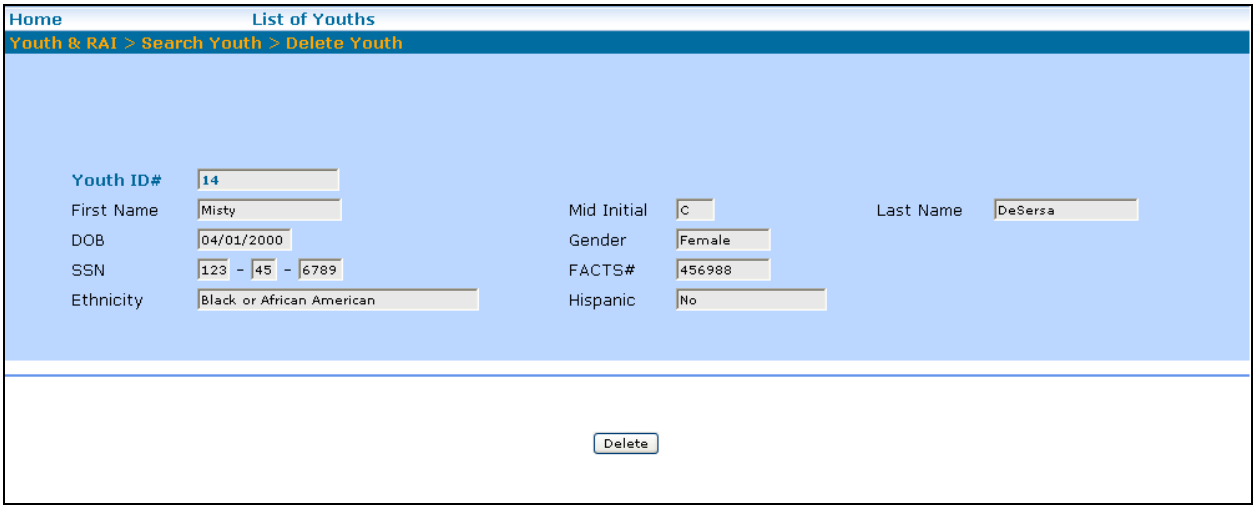
Delete Youth

1. To delete a youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Search Youth > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View Edit Delete RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View Edit Delete RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View Edit Delete RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View Edit Delete RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View Edit Delete RAI Summary
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **Delete** link for the youth to be deleted. The **Delete Youth** screen appears for the selected youth.



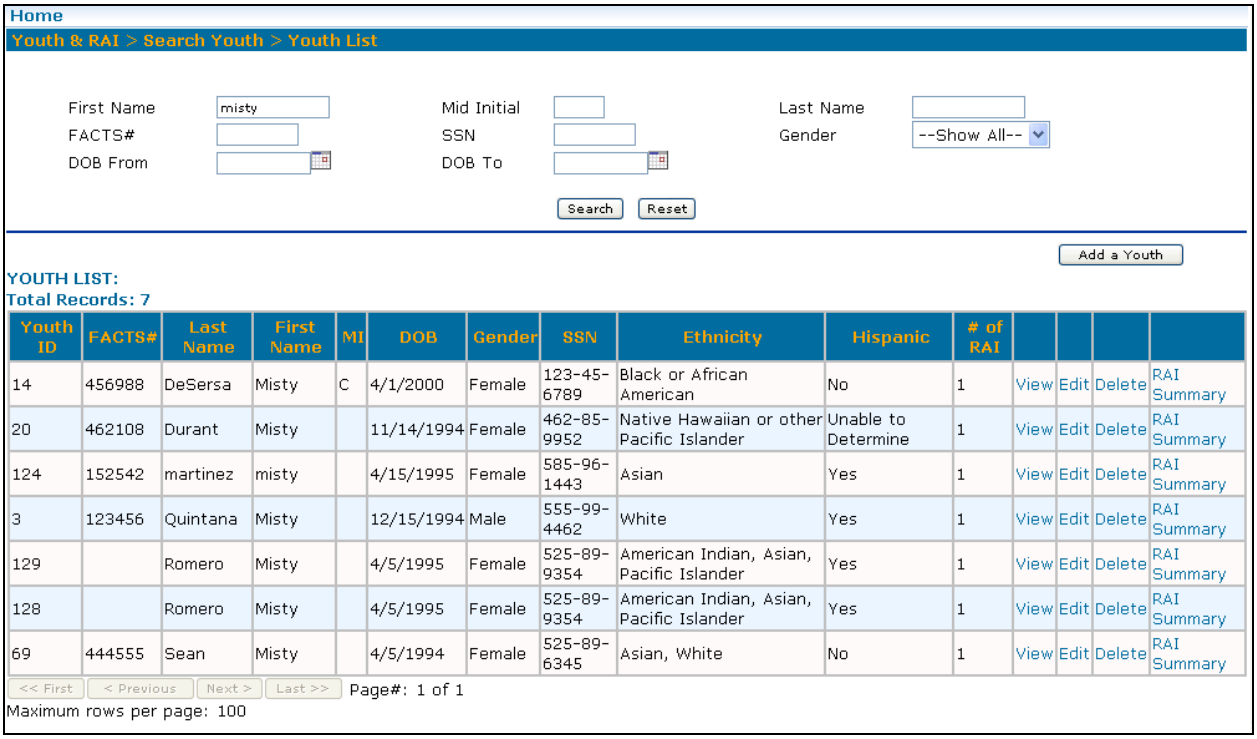
- ❖ Details of the selected youth are displayed in read-only mode.
- ❖ Youth who have at least one RAI cannot be deleted. RAI's must be deleted first.

4. Click **Delete** button to delete the selected youth from the database.
5. Click **Home** link to close this screen and go to Home page or click **List of Youths** to go to Youth List screen.

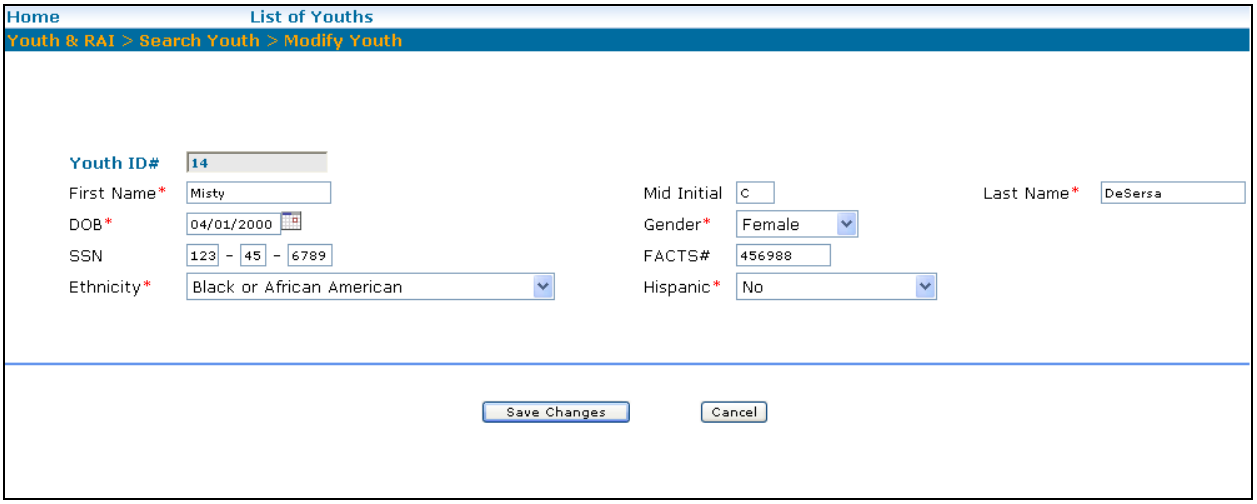
Edit Youth

1. To modify details of a youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Search Youth > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View Edit Delete RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View Edit Delete RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View Edit Delete RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View Edit Delete RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View Edit Delete RAI Summary
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **Edit** link for the youth to be modified.



4. Modify the details for the youth.

5. Click **Save Changes** button to save changes to this youth.

Tip

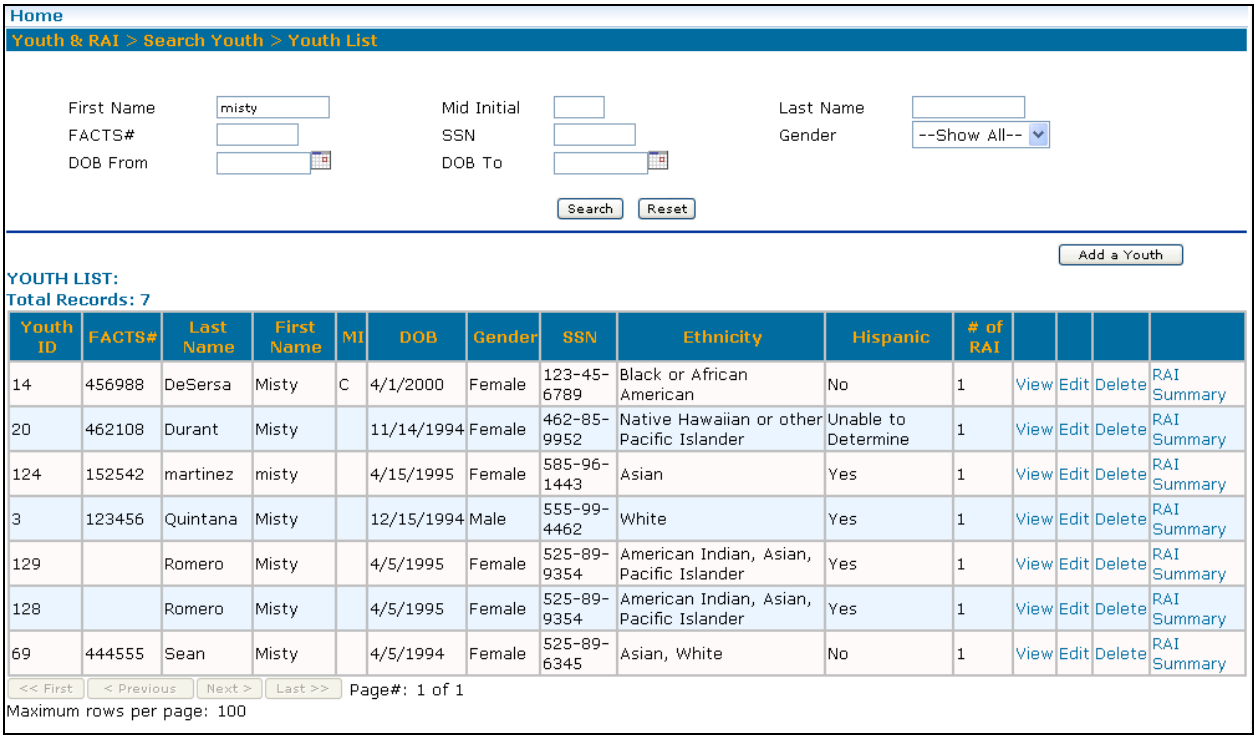
Clicking the **cancel** button will clear the correction entered.

6. Click **Home** link to close this screen and go to Home page or click **List of Youths** to go to Youth List screen.

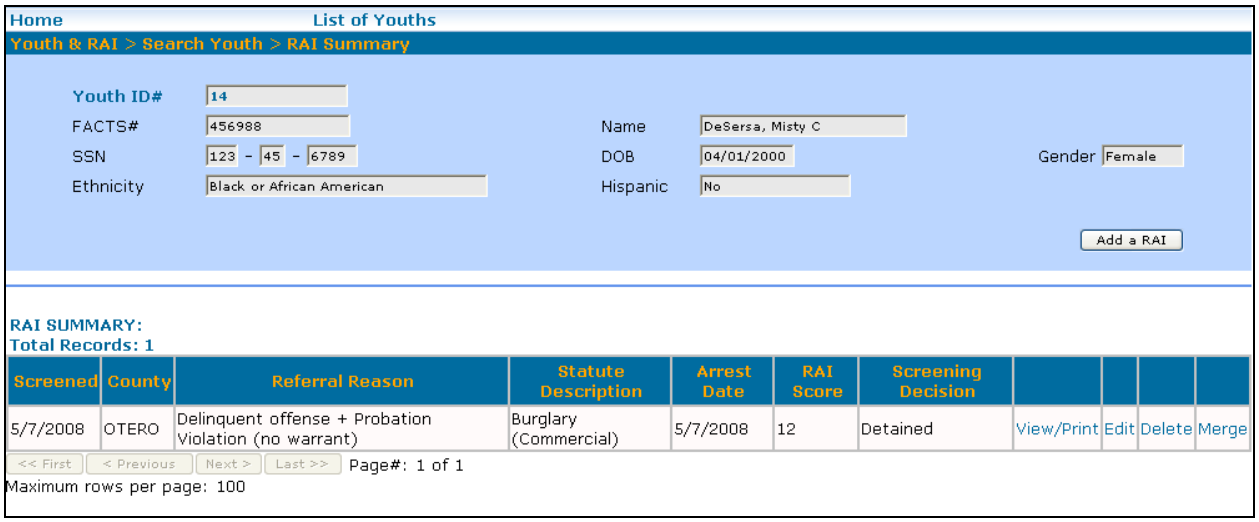
Edit RAI

1. To modify RAI details of a youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

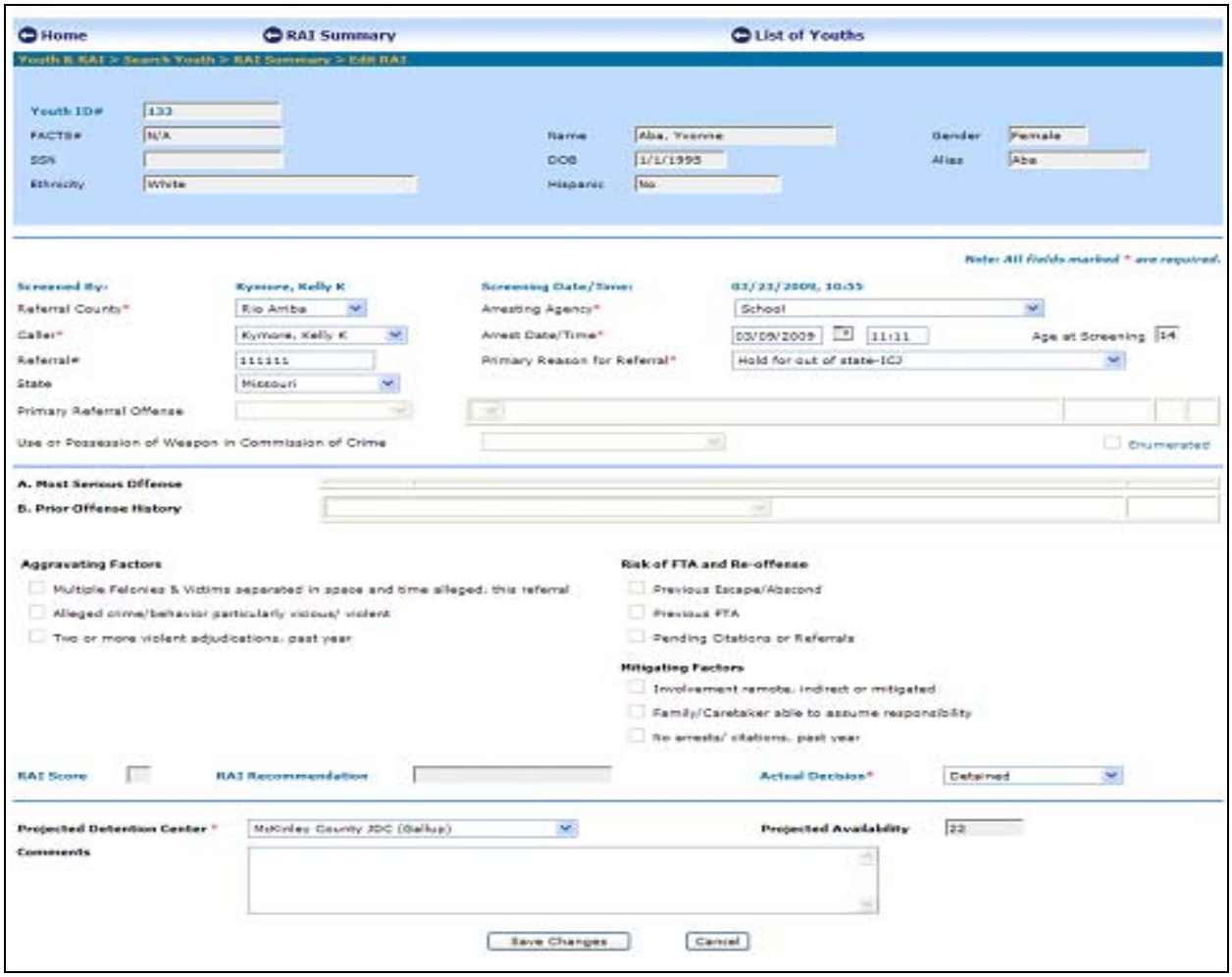
2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Search Youth > Youth List
First Name
misty
Mid Initial
Last Name
FACTS#
SSN
Gender
--Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View Edit Delete RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View Edit Delete RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View Edit Delete RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View Edit Delete RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View Edit Delete RAI Summary
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **RAI Summary** link for the youth to be viewed. The **RAI Summary** screen appears for the selected youth.


Home
List of Youths
Youth & RAI > Search Youth > RAI Summary
Youth ID# 14
FACTS# 456988
Name DeSersa, Misty C
SSN 123 - 45 - 6789
DOB 04/01/2000
Gender Female
Ethnicity Black or African American
Hispanic No
Add a RAI
RAI SUMMARY:
Total Records: 1
Screened | County | Referral Reason | Statute Description | Arrest Date | RAI Score | Screening Decision
5/7/2008 | OTERO | Delinquent offense + Probation Violation (no warrant) | Burglary (Commercial) | 5/7/2008 | 12 | Detained | View/Print Edit Delete Merge
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

4. From the RAI Summary, click the **Edit** link for the RAI to be modified.



5. Modify the RAI details for the youth.

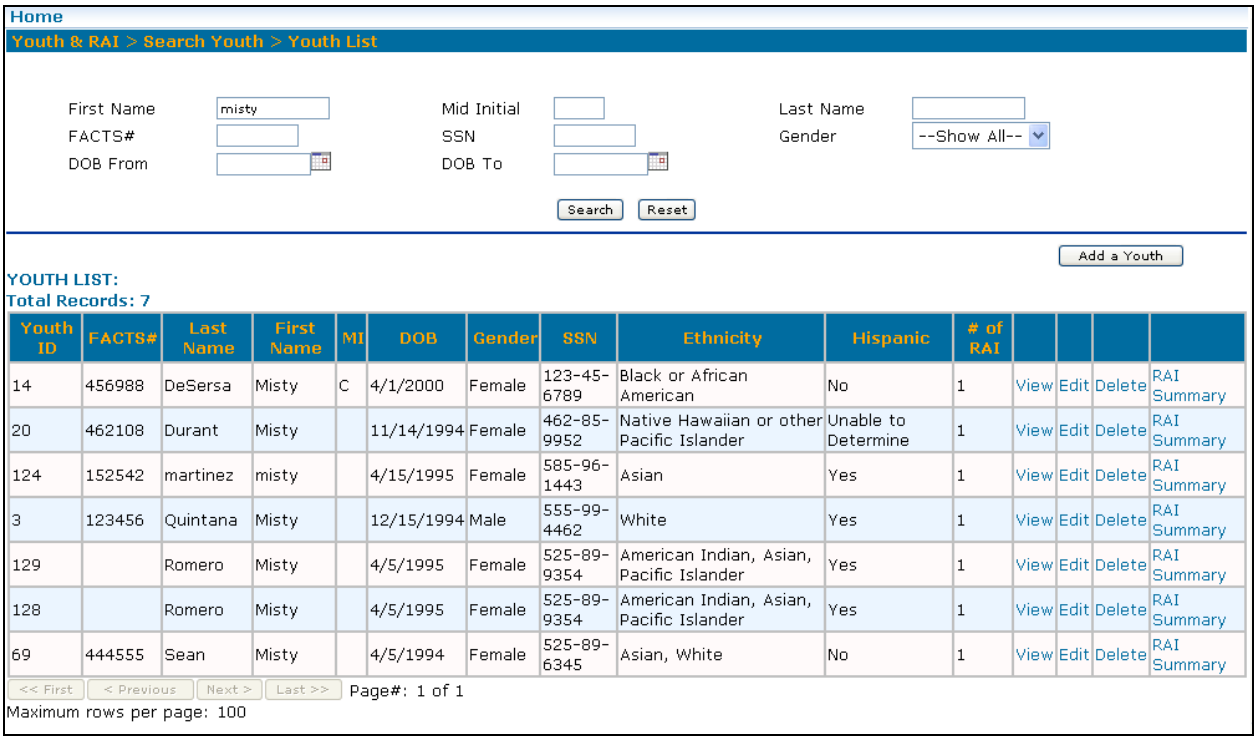
6. Click **Save Changes** button to save changes to this RAI.

7. Click **Home** link to close this screen and go to Home page or click **RAI Summary** to go to RAI Summary screen or click **List of Youths** to go to Youth List screen.

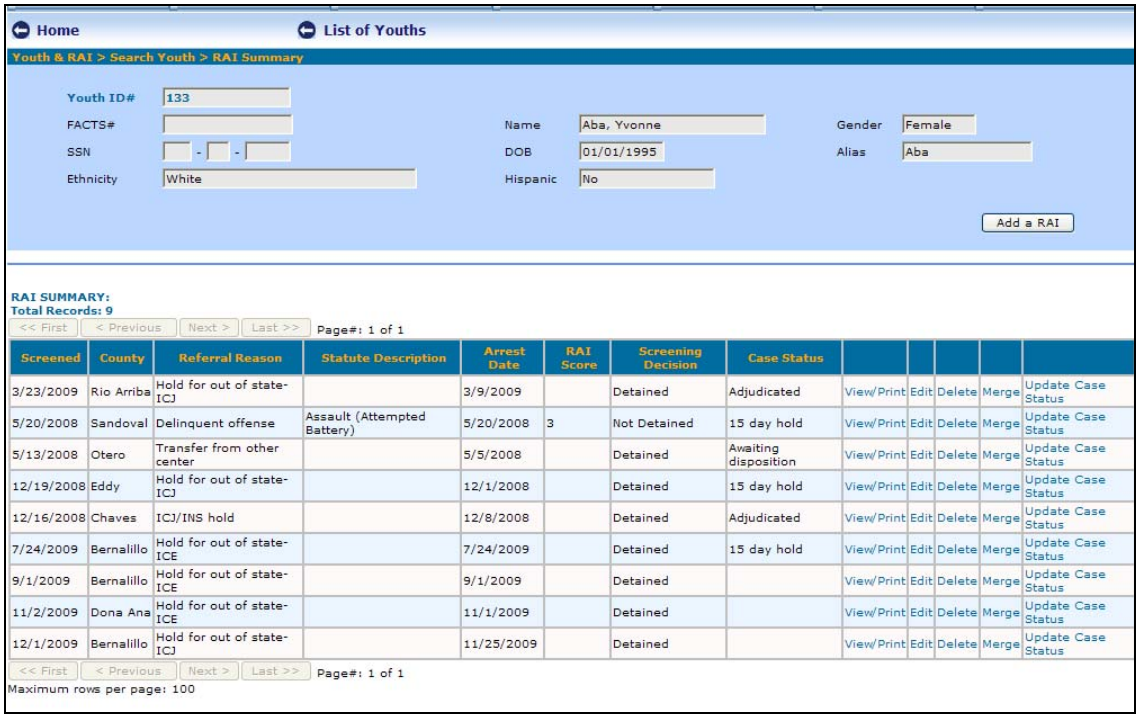
View RAI

1. To view RAI details of a youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

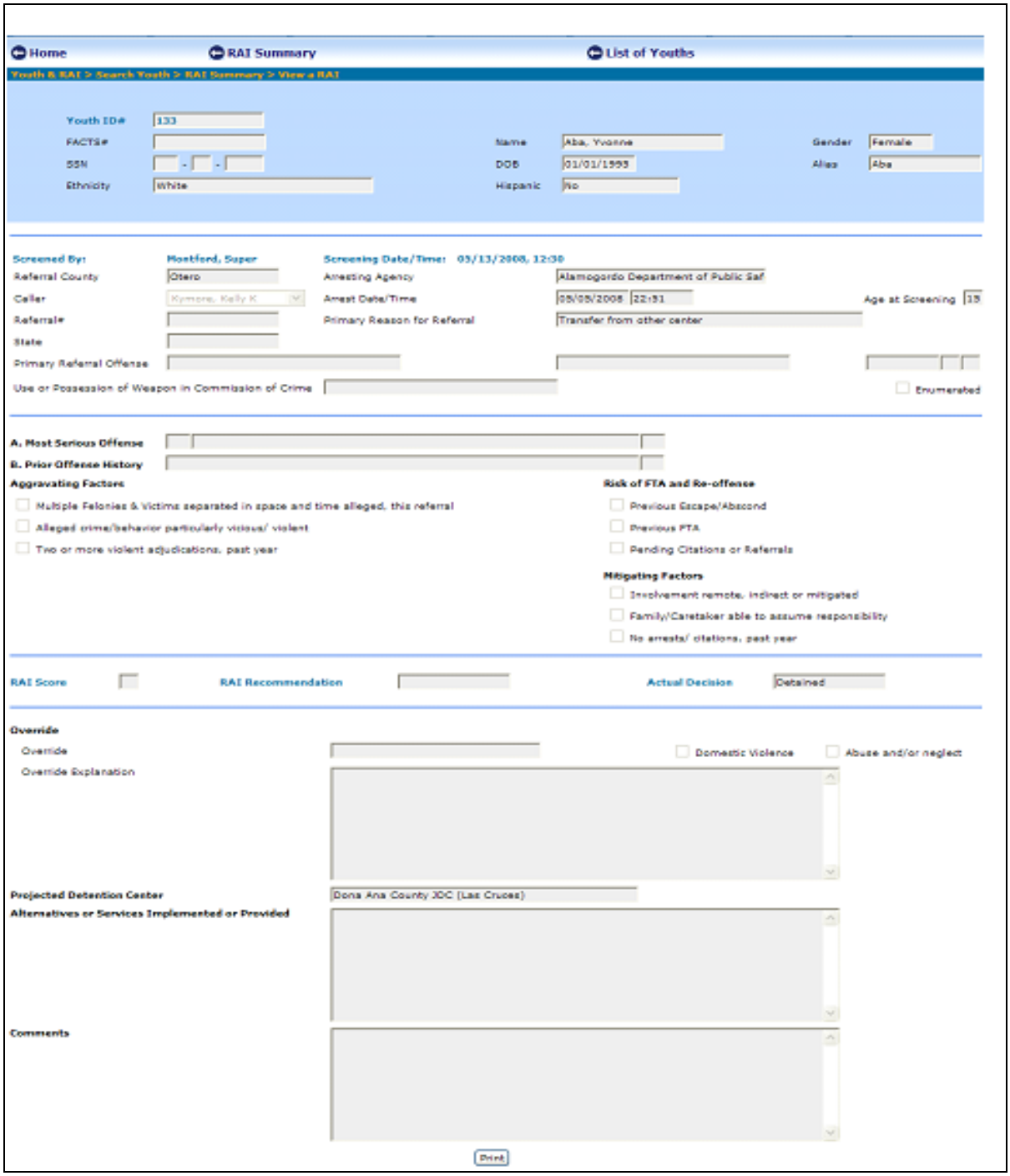
2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Search Youth > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View Edit Delete RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View Edit Delete RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View Edit Delete RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View Edit Delete RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View Edit Delete RAI Summary
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **RAI Summary** link for the youth to be viewed. The **RAI Summary** screen appears for the selected youth.


Home
List of Youths
Youth & RAI > Search Youth > RAI Summary
Youth ID# 133
FACTS#
SSN
Ethnicity White
Name Aba, Yvonne
DOB 01/01/1995
Hispanic No
Gender Female
Alias Aba
Add a RAI
RAI SUMMARY:
Total Records: 9
<< First < Previous Next > Last >> Page#: 1 of 1
Screened | County | Referral Reason | Statute Description | Arrest Date | RAI Score | Screening Decision | Case Status
3/23/2009 | Rio Arriba | Hold for out of state-ICJ | | 3/9/2009 | | Detained | Adjudicated | View/Print Edit Delete Merge Update Case Status
5/20/2008 | Sandoval | Delinquent offense | Assault (Attempted Battery) | 5/20/2008 | 3 | Not Detained | 15 day hold | View/Print Edit Delete Merge Update Case Status
5/13/2008 | Otero | Transfer from other center | | 5/5/2008 | | Detained | Awaiting disposition | View/Print Edit Delete Merge Update Case Status
12/19/2008 | Eddy | Hold for out of state-ICJ | | 12/1/2008 | | Detained | 15 day hold | View/Print Edit Delete Merge Update Case Status
12/16/2008 | Chaves | ICJ/INS hold | | 12/8/2008 | | Detained | Adjudicated | View/Print Edit Delete Merge Update Case Status
7/24/2009 | Bernalillo | Hold for out of state-ICE | | 7/24/2009 | | Detained | 15 day hold | View/Print Edit Delete Merge Update Case Status
9/1/2009 | Bernalillo | Hold for out of state-ICE | | 9/1/2009 | | Detained | | View/Print Edit Delete Merge Update Case Status
11/2/2009 | Dona Ana | Hold for out of state-ICE | | 11/1/2009 | | Detained | | View/Print Edit Delete Merge Update Case Status
12/1/2009 | Bernalillo | Hold for out of state-ICJ | | 11/25/2009 | | Detained | | View/Print Edit Delete Merge Update Case Status
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

4. From the RAI Summary, click the **View/Print** link for the RAI to be viewed.



- ❖ RAI of the selected youth is displayed in read-only mode.

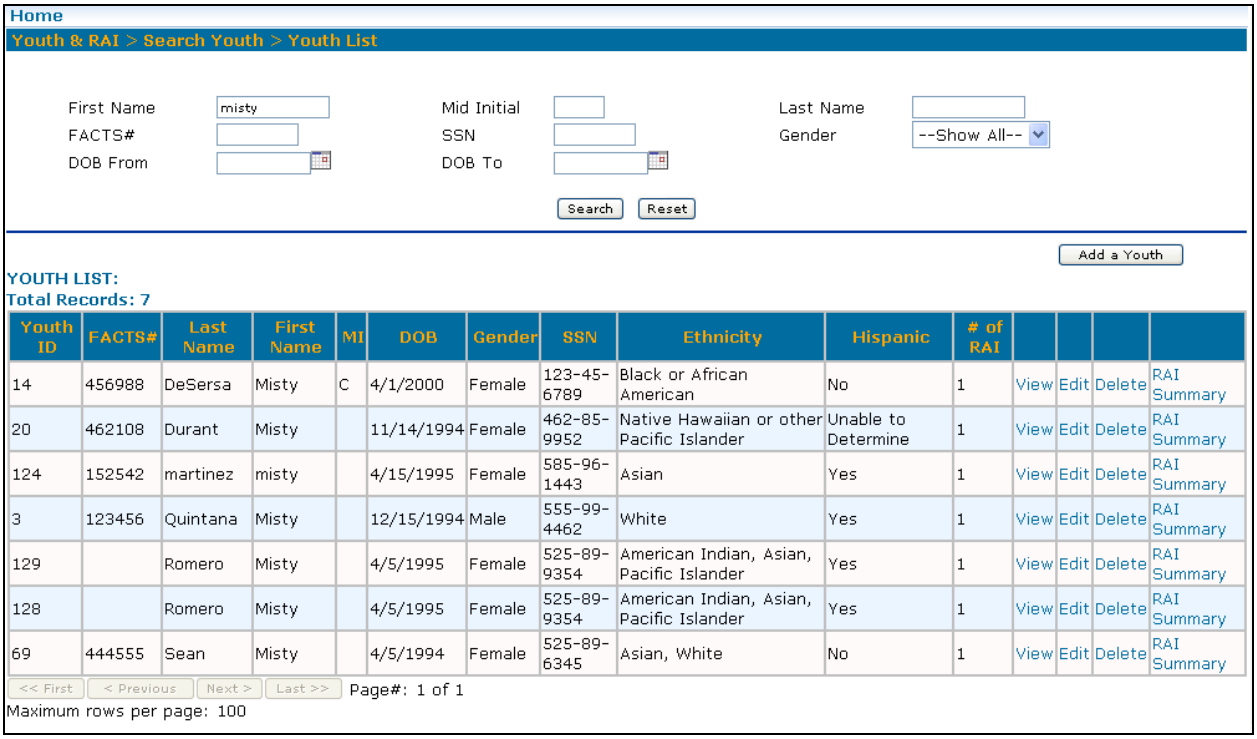
5. Click **Print** button and the RAI details appear in PDF format. Select **File** ->**Print** to print your RAI. When your RAI has printed, you can close out of the window with the **close** button or **X** in the upper right hand side of the window.

6. Click **Home** link to close this screen and go to Home page or click **RAI Summary** to go to RAI Summary screen or click **List of Youths** to go to Youth List screen.

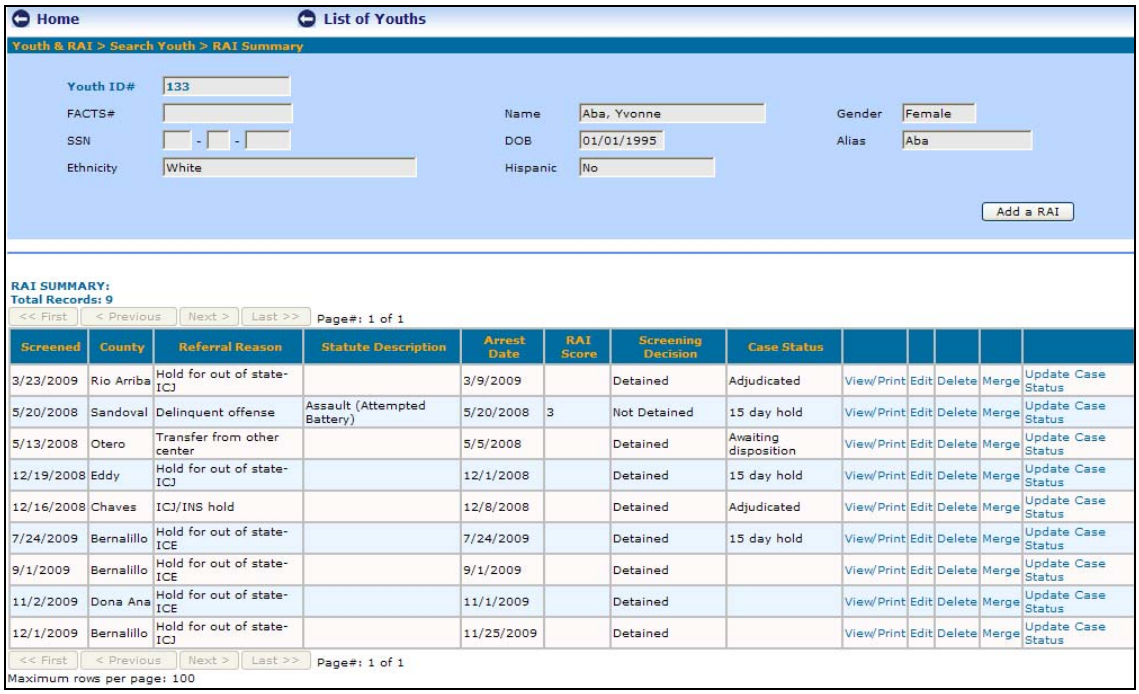
Delete RAI

1. To delete RAI details of a youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

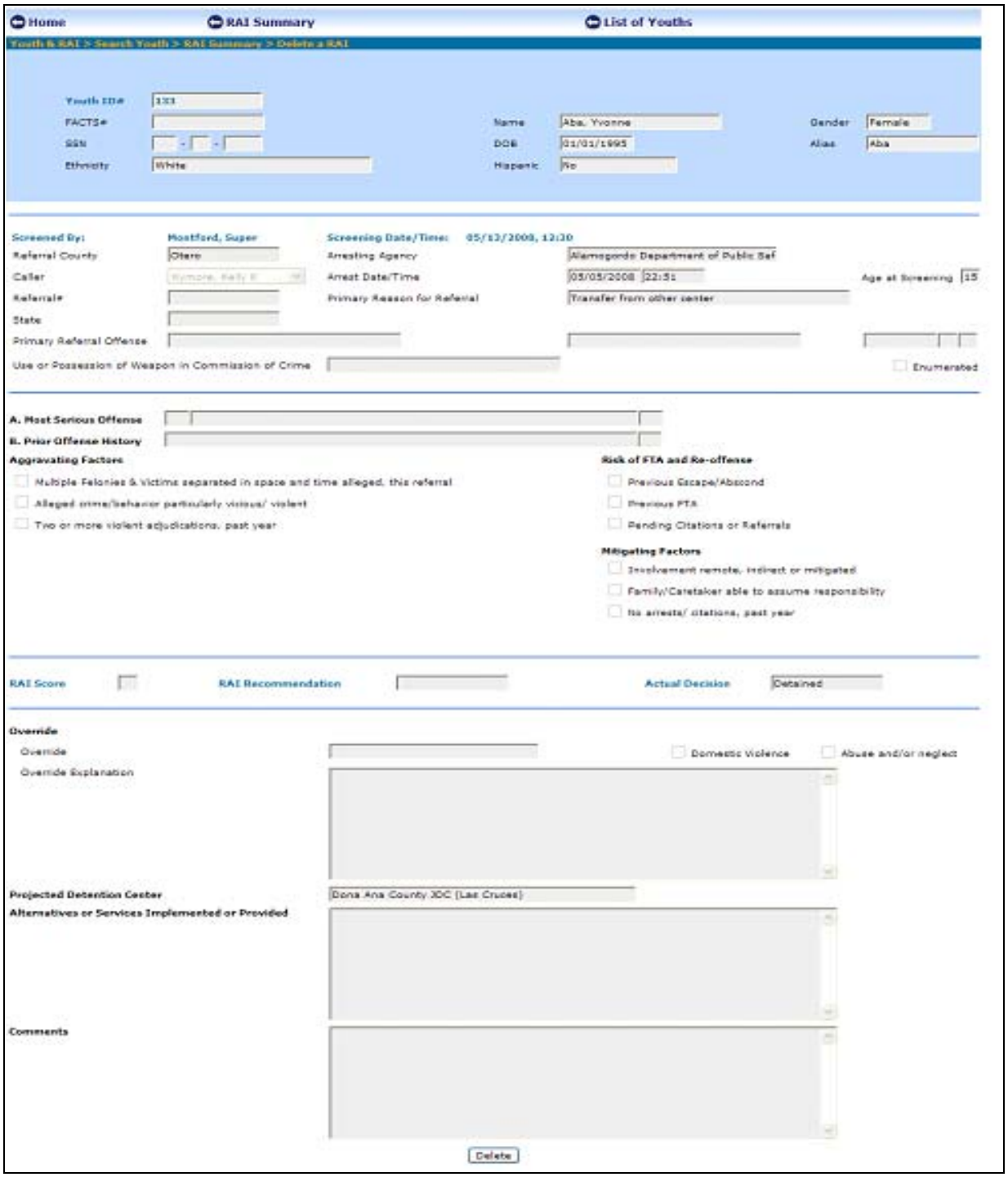
2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Search Youth > Youth List
First Name
misty
Mid Initial
Last Name
FACTS#
SSN
Gender
--Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View Edit Delete RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View Edit Delete RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View Edit Delete RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View Edit Delete RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View Edit Delete RAI Summary
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **RAI Summary** link for the youth to be viewed. The **RAI Summary** screen appears for the selected youth.


Home
List of Youths
Youth & RAI > Search Youth > RAI Summary
Youth ID# 133
FACTS#
SSN - -
Ethnicity White
Name Aba, Yvonne
DOB 01/01/1995
Hispanic No
Gender Female
Alias Aba
Add a RAI
RAI SUMMARY:
Total Records: 9
<< First < Previous Next > Last >> Page#: 1 of 1
Screened | County | Referral Reason | Statute Description | Arrest Date | RAI Score | Screening Decision | Case Status
3/23/2009 | Rio Arriba | Hold for out of state-ICJ | | 3/9/2009 | | Detained | Adjudicated | View/Print Edit Delete Merge Update Case Status
5/20/2008 | Sandoval | Delinquent offense | Assault (Attempted Battery) | 5/20/2008 | 3 | Not Detained | 15 day hold | View/Print Edit Delete Merge Update Case Status
5/13/2008 | Otero | Transfer from other center | | 5/5/2008 | | Detained | Awaiting disposition | View/Print Edit Delete Merge Update Case Status
12/19/2008 | Eddy | Hold for out of state-ICJ | | 12/1/2008 | | Detained | 15 day hold | View/Print Edit Delete Merge Update Case Status
12/16/2008 | Chaves | ICJ/INS hold | | 12/8/2008 | | Detained | Adjudicated | View/Print Edit Delete Merge Update Case Status
7/24/2009 | Bernalillo | Hold for out of state-ICE | | 7/24/2009 | | Detained | 15 day hold | View/Print Edit Delete Merge Update Case Status
9/1/2009 | Bernalillo | Hold for out of state-ICE | | 9/1/2009 | | Detained | | View/Print Edit Delete Merge Update Case Status
11/2/2009 | Dona Ana | Hold for out of state-ICE | | 11/1/2009 | | Detained | | View/Print Edit Delete Merge Update Case Status
12/1/2009 | Bernalillo | Hold for out of state-ICJ | | 11/25/2009 | | Detained | | View/Print Edit Delete Merge Update Case Status
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

4. From the RAI Summary, click the **Delete** link for the RAI to be viewed.



- ❖ RAI details of the selected youth are displayed in read-only mode.

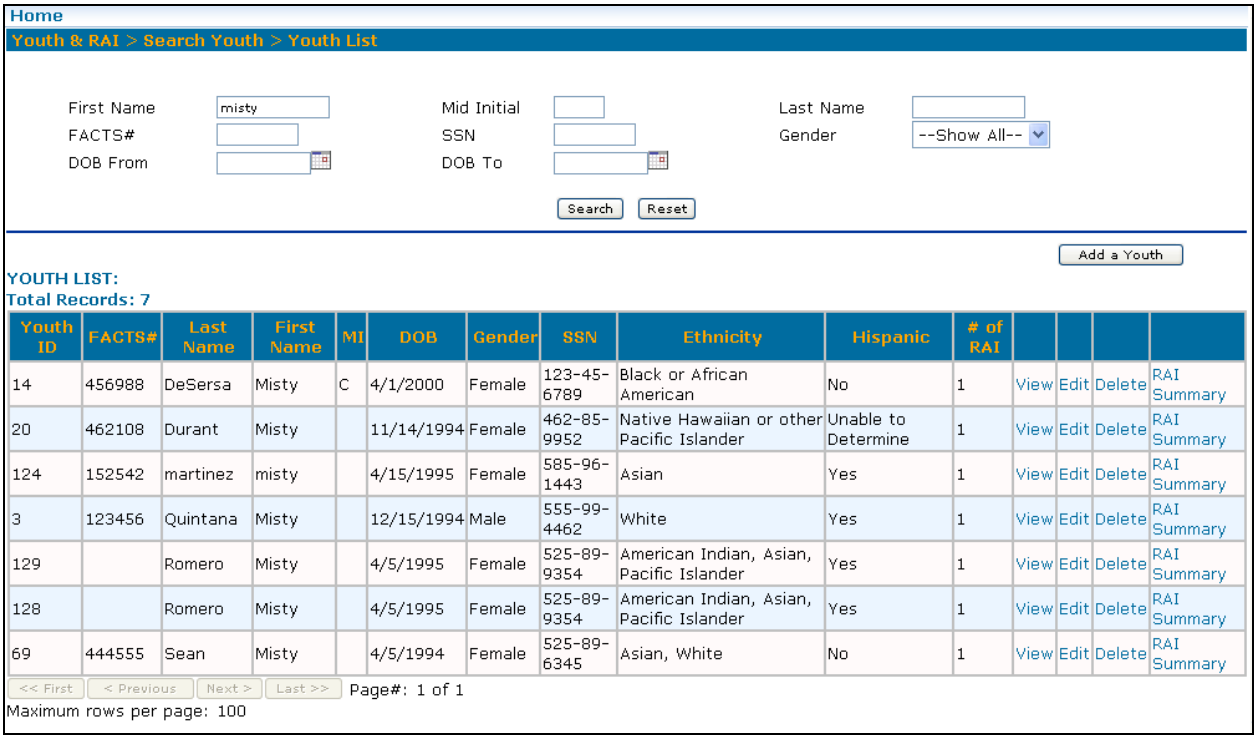
5. Click **Delete** button to delete the selected RAI details from the database.

6. Click **Home** link to close this screen and go to Home page or click **RAI Summary** to go to RAI Summary screen or click **List of Youths** to go to Youth List screen.

Merge Duplicate Youth

1. To merge duplicate youth, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

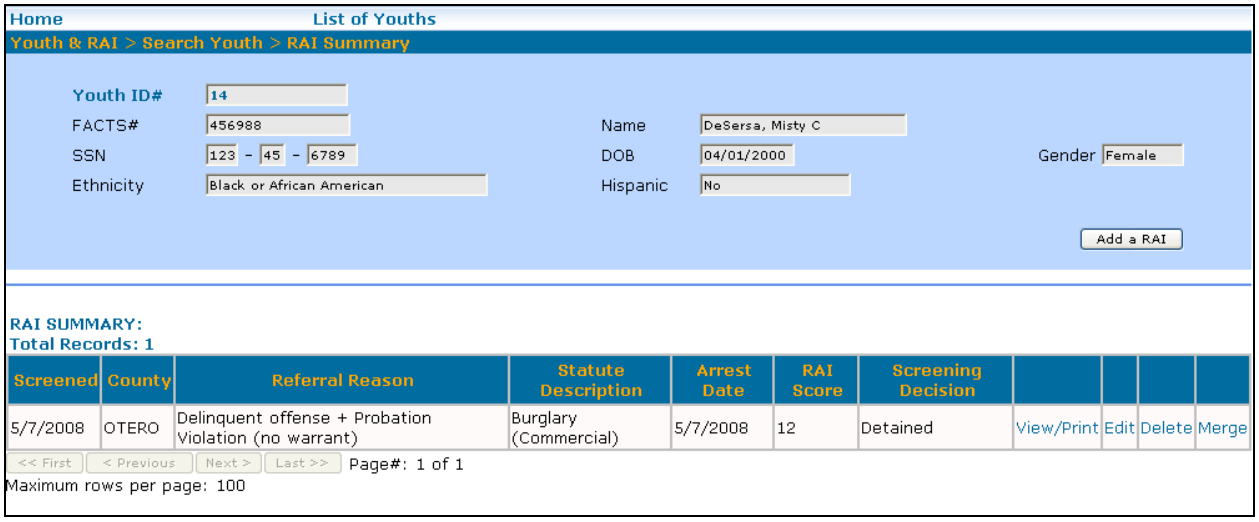
2. First **Search** for the duplicate youth.


Home
Youth & RAI > Search Youth > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
Add a Youth
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | View Edit Delete RAI Summary
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | View Edit Delete RAI Summary
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | View Edit Delete RAI Summary
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | View Edit Delete RAI Summary
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | View Edit Delete RAI Summary
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | View Edit Delete RAI Summary
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

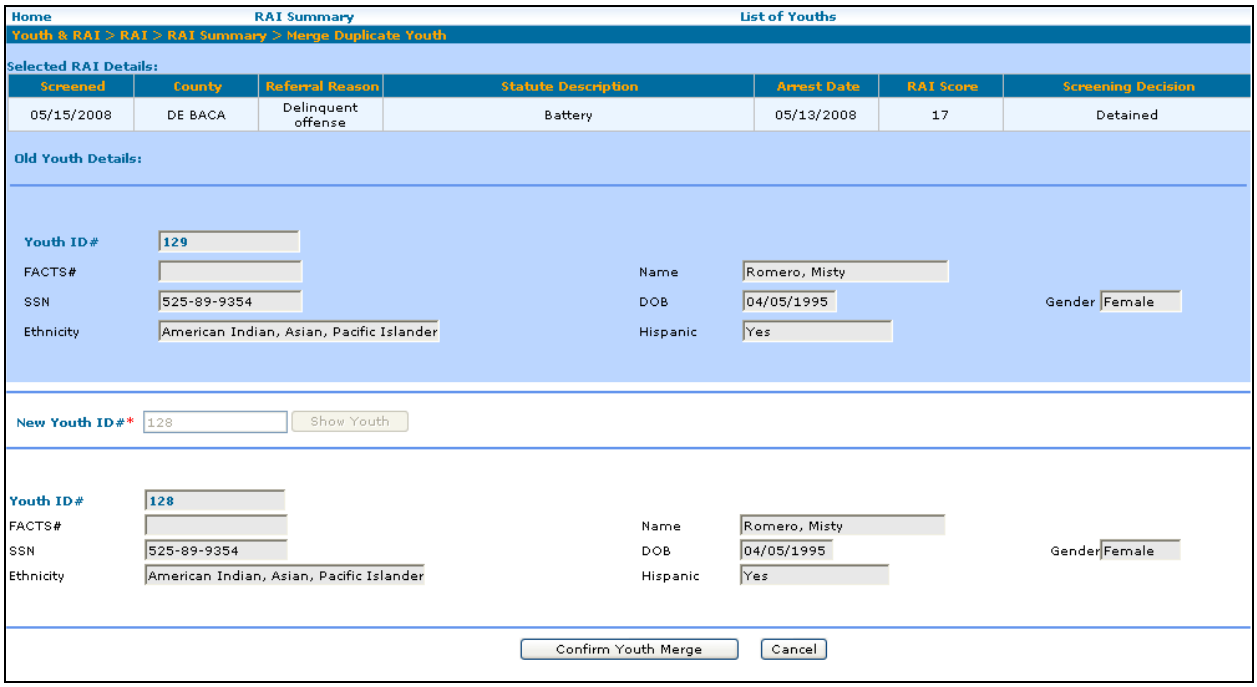
3. Confirm the youth information is duplicated by reviewing identifying and RAI information.

4. Record both youth ids and decide which id to keep. If in question, keep the older(smaller) youth id.

5. From the Youth List, click the **RAI Summary** link for the youth id to be merged from.


Home
List of Youths
Youth & RAI > Search Youth > RAI Summary
Youth ID# 14
FACTS# 456988
Name DeSersa, Misty C
SSN 123 - 45 - 6789
DOB 04/01/2000
Gender Female
Ethnicity Black or African American
Hispanic No
Add a RAI
RAI SUMMARY:
Total Records: 1
Screened | County | Referral Reason | Statute Description | Arrest Date | RAI Score | Screening Decision
5/7/2008 | OTERO | Delinquent offense + Probation Violation (no warrant) | Burglary (Commercial) | 5/7/2008 | 12 | Detained | View/Print Edit Delete Merge
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

6. From the RAI Summary, click the **Merge** link to merge duplicate youth records.



7. Enter **New Youth ID#** (youth id you want to keep) and click on **Show Youth** button to display/auto fill the details of the entered youth ID in the section **New Youth ID#** in read only format.

8. Click **Confirm Youth Merge** to proceed with the merge of selected RAI record to the **New Youth ID#**.

9. A 'Successfully merged…' message will appear:

    a. The RAI record of the old youth is transferred to the new youth.

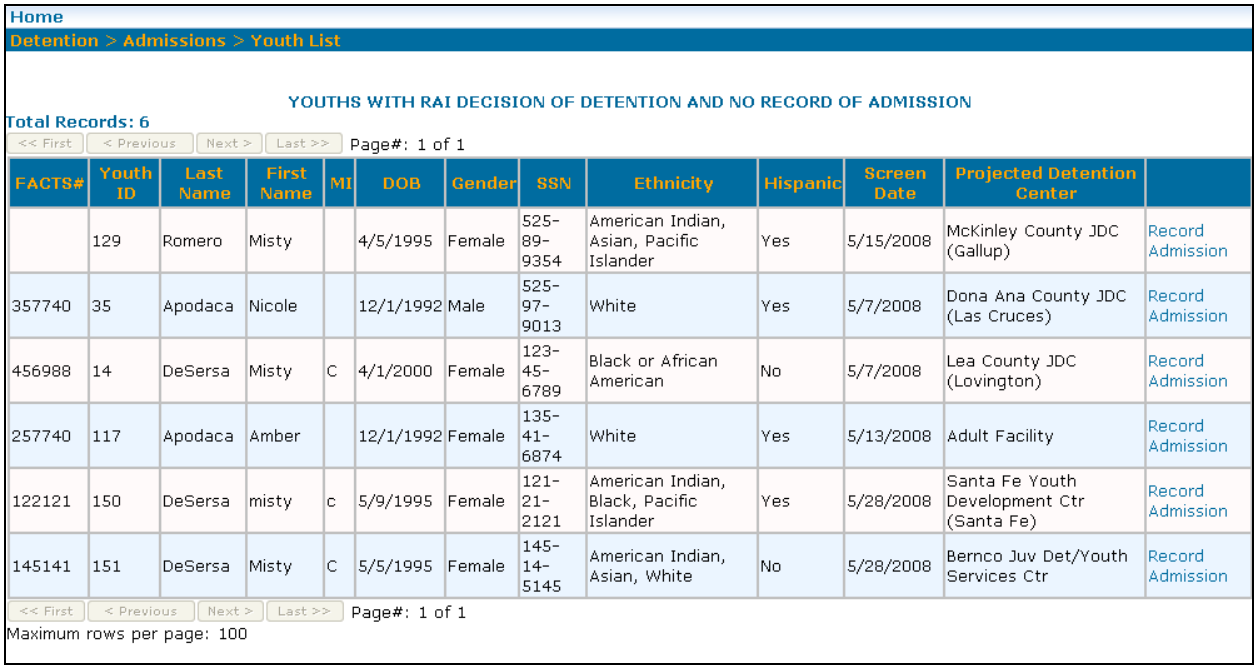
    b. If the old youth has no more RAI records, the old youth's record is deleted.

    c. If the old youth id has more RAI records, steps 5-8 need to be repeated until all RAI records are transferred.

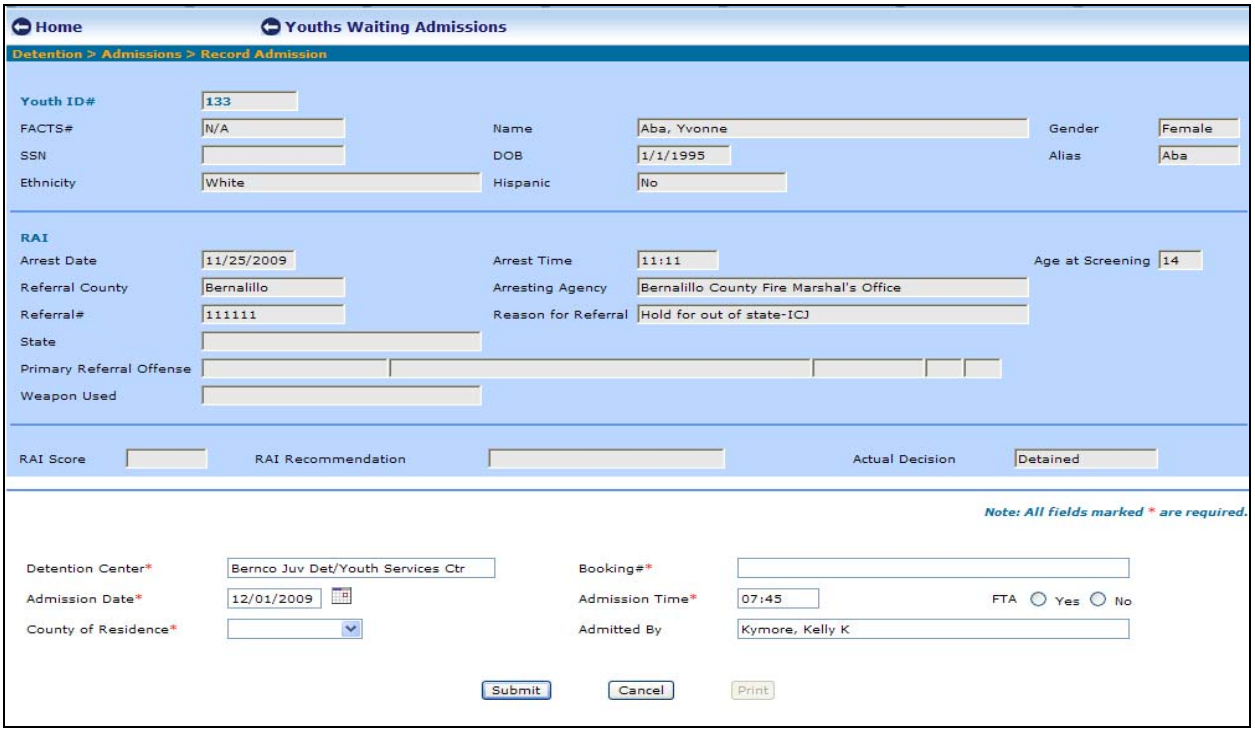
10. Click **Home** link to close this screen and go to Home page or click **RAI Summary** to go to RAI Summary screen or click **List of Youths** to go to Youth List screen.

Detention Admission

1. To record detention admission of a youth, from the **menu** tab choose **Detention** -> **Admissions**.


Home
Detention > Admissions > Youth List
YOUTHS WITH RAI DECISION OF DETENTION AND NO RECORD OF ADMISSION
Total Records: 6
<< First < Previous Next > Last >> Page#: 1 of 1
FACTS# Youth ID Last Name First Name MI DOB Gender SSN Ethnicity Hispanic Screen Date Projected Detention Center
129 Romero Misty 4/5/1995 Female 525-89-9354 American Indian, Asian, Pacific Islander Yes 5/15/2008 McKinley County JDC (Gallup) Record Admission
357740 35 Apodaca Nicole 12/1/1992 Male 525-97-9013 White Yes 5/7/2008 Dona Ana County JDC (Las Cruces) Record Admission
456988 14 DeSersa Misty C 4/1/2000 Female 123-45-6789 Black or African American No 5/7/2008 Lea County JDC (Lovington) Record Admission
257740 117 Apodaca Amber 12/1/1992 Female 135-41-6874 White Yes 5/13/2008 Adult Facility Record Admission
122121 150 DeSersa misty c 5/9/1995 Female 121-21-2121 American Indian, Black, Pacific Islander Yes 5/28/2008 Santa Fe Youth Development Ctr (Santa Fe) Record Admission
145141 151 DeSersa Misty C 5/5/1995 Female 145-14-5145 American Indian, Asian, White No 5/28/2008 Bernco Juv Det/Youth Services Ctr Record Admission
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

2. Click **Record Admission** link from the Youth List to record an admission.



- ❖ Youth details displayed in **Youth ID#** and **RAI** section in read only mode.
- ❖ **Detention Center** and **Admitted by** will pre-fill with the logged in user's information.

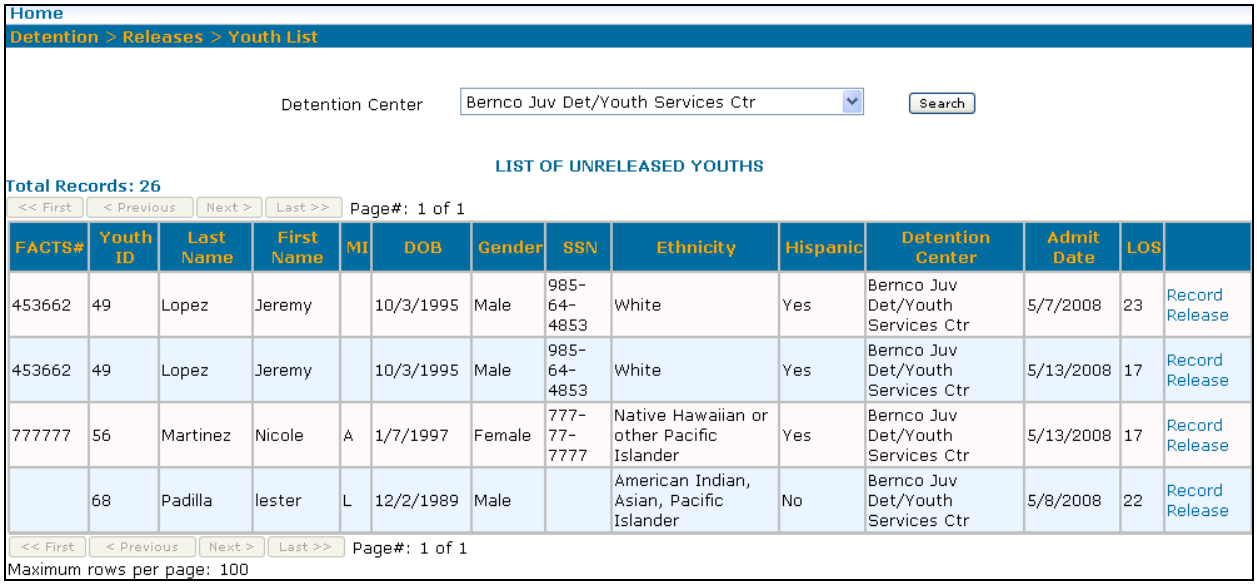
3. Enter the admission details.
4. Click **Submit** button to save the admission record.
5. Click **Print** button to print the **Record Admission** in PDF.

> **Tip**
>
> **Print** button enabled only after **Submit** button is clicked.

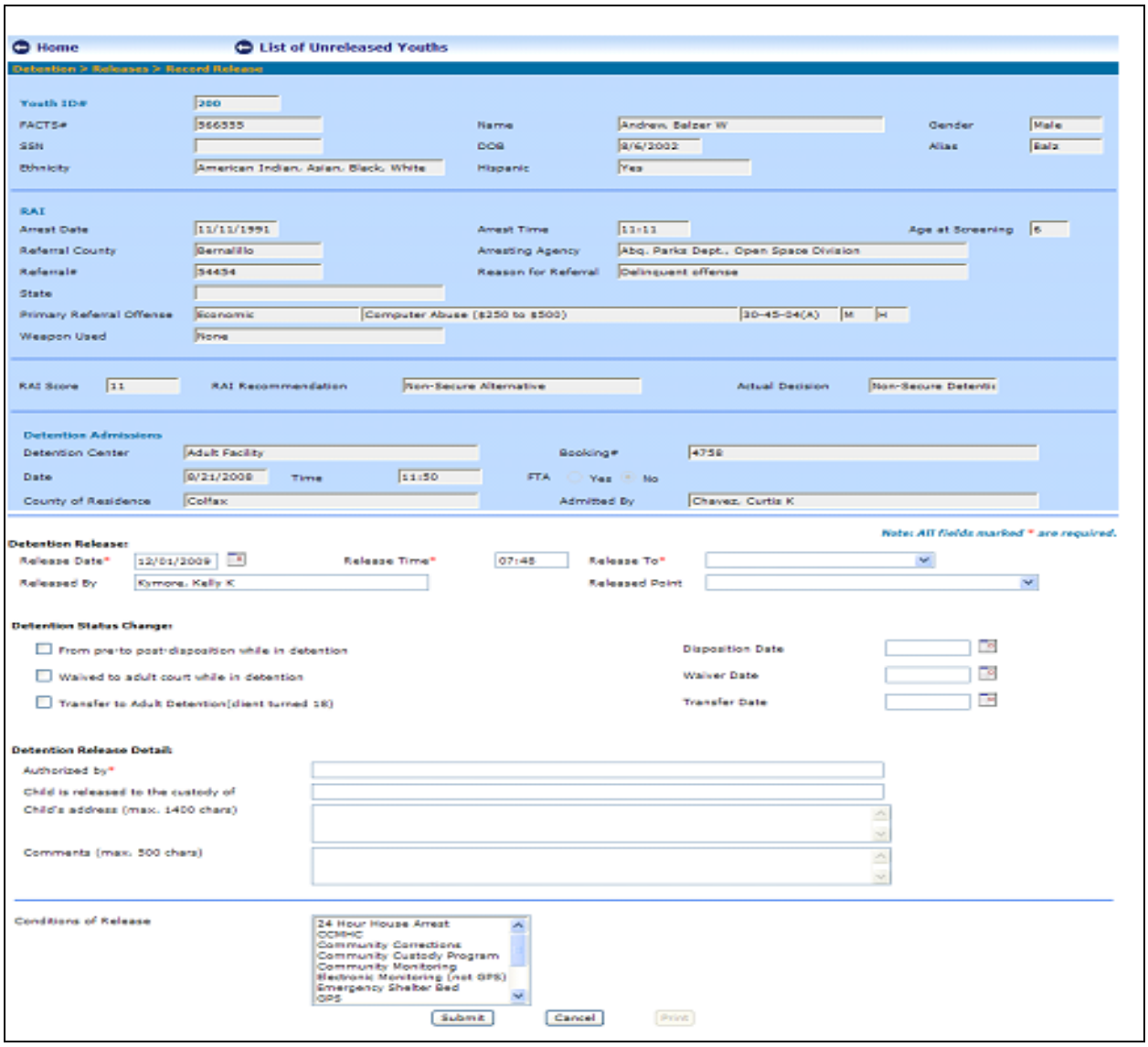
6. Click **Home** link to close this screen and go to Home page or click **Youth Waiting Admissions** to go to Youth List screen.

Detention Release

1. To record detention release of a youth, from the **menu** tab choose **Detention** -> **Releases**.
2. First **Select** your Detention Center->**Search**. Youth List matching the search criteria is displayed.


Home
Detention > Releases > Youth List
Detention Center
Bernco Juv Det/Youth Services Ctr
Search
LIST OF UNRELEASED YOUTHS
Total Records: 26
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
FACTS# | Youth ID | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | Detention Center | Admit Date | LOS
453662 | 49 | Lopez | Jeremy | | 10/3/1995 | Male | 985-64-4853 | White | Yes | Bernco Juv Det/Youth Services Ctr | 5/7/2008 | 23 | Record Release
453662 | 49 | Lopez | Jeremy | | 10/3/1995 | Male | 985-64-4853 | White | Yes | Bernco Juv Det/Youth Services Ctr | 5/13/2008 | 17 | Record Release
777777 | 56 | Martinez | Nicole | A | 1/7/1997 | Female | 777-77-7777 | Native Hawaiian or other Pacific Islander | Yes | Bernco Juv Det/Youth Services Ctr | 5/13/2008 | 17 | Record Release
68 | Padilla | lester | L | 12/2/1989 | Male | American Indian, Asian, Pacific Islander | No | Bernco Juv Det/Youth Services Ctr | 5/8/2008 | 22 | Record Release
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Maximum rows per page: 100

3. Click **Record Release** link from the Youth List to record Detention Release for the youths currently in Detention Center.



- Youth, RAI and Admission details are displayed in read only mode.

4. Enter all the release details available to you. Release date and time are prefilled by the system but they are editable by the user.
5. Click **Submit** button to save the release record.
6. Click **Print** button to print the **Record Release** in PDF.

Tips

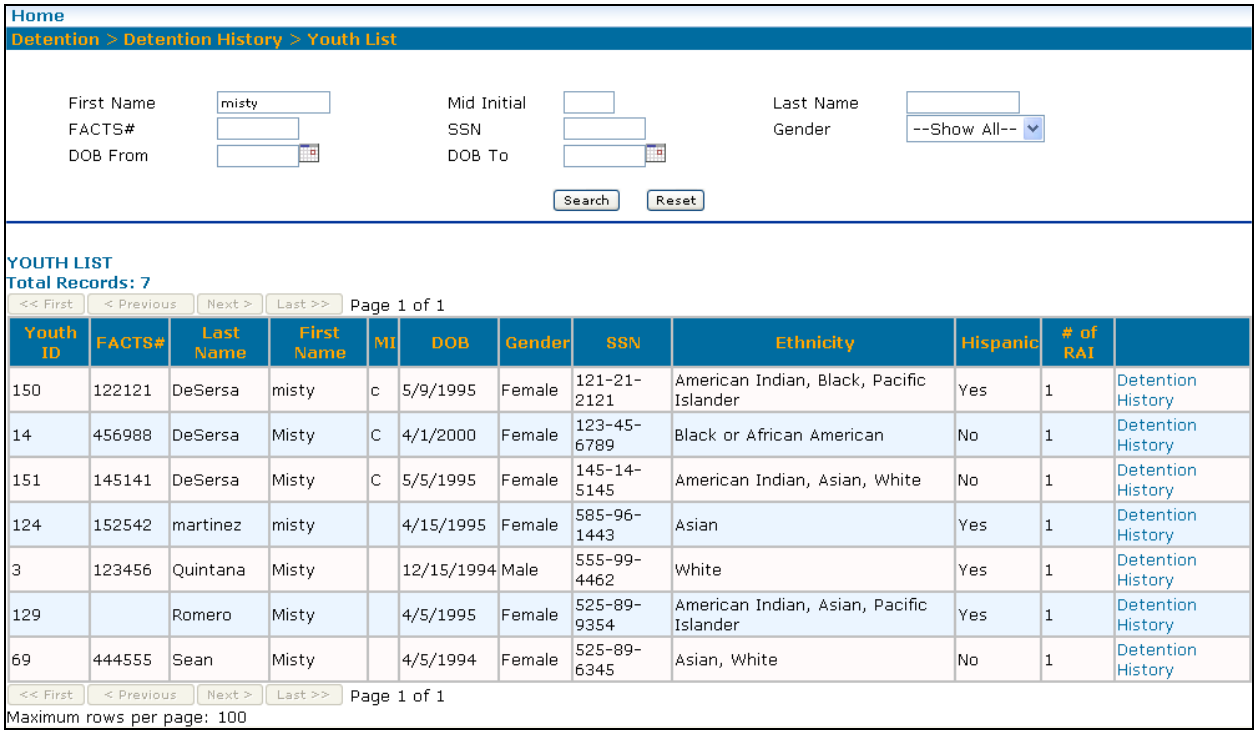
- **Print** button enabled only after **Submit** button is clicked.
- **Cancel** will erase all entered information.
- **List of Unreleased Youth** will take you back to the list of youth
- **Home** will take you to the home page

7. Click **Home** link to close this screen and go to Home page or click **List of Unreleased Youths** to go to Youth List screen.

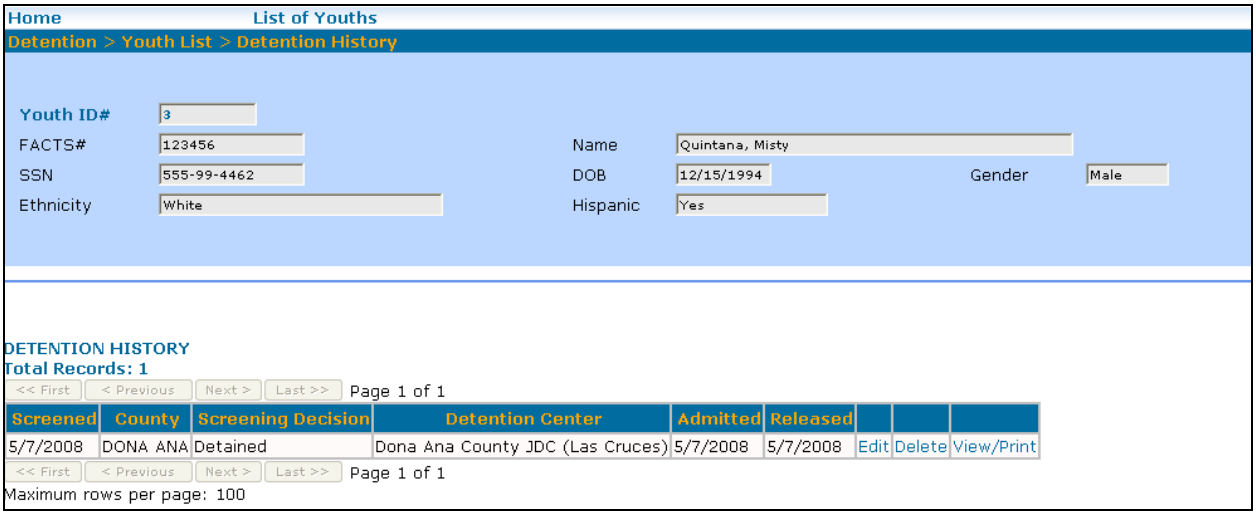
Modify Detention Record

1. To modify Detention Record of a youth, from the **menu** tab choose **Detention** -> **Detention History**.

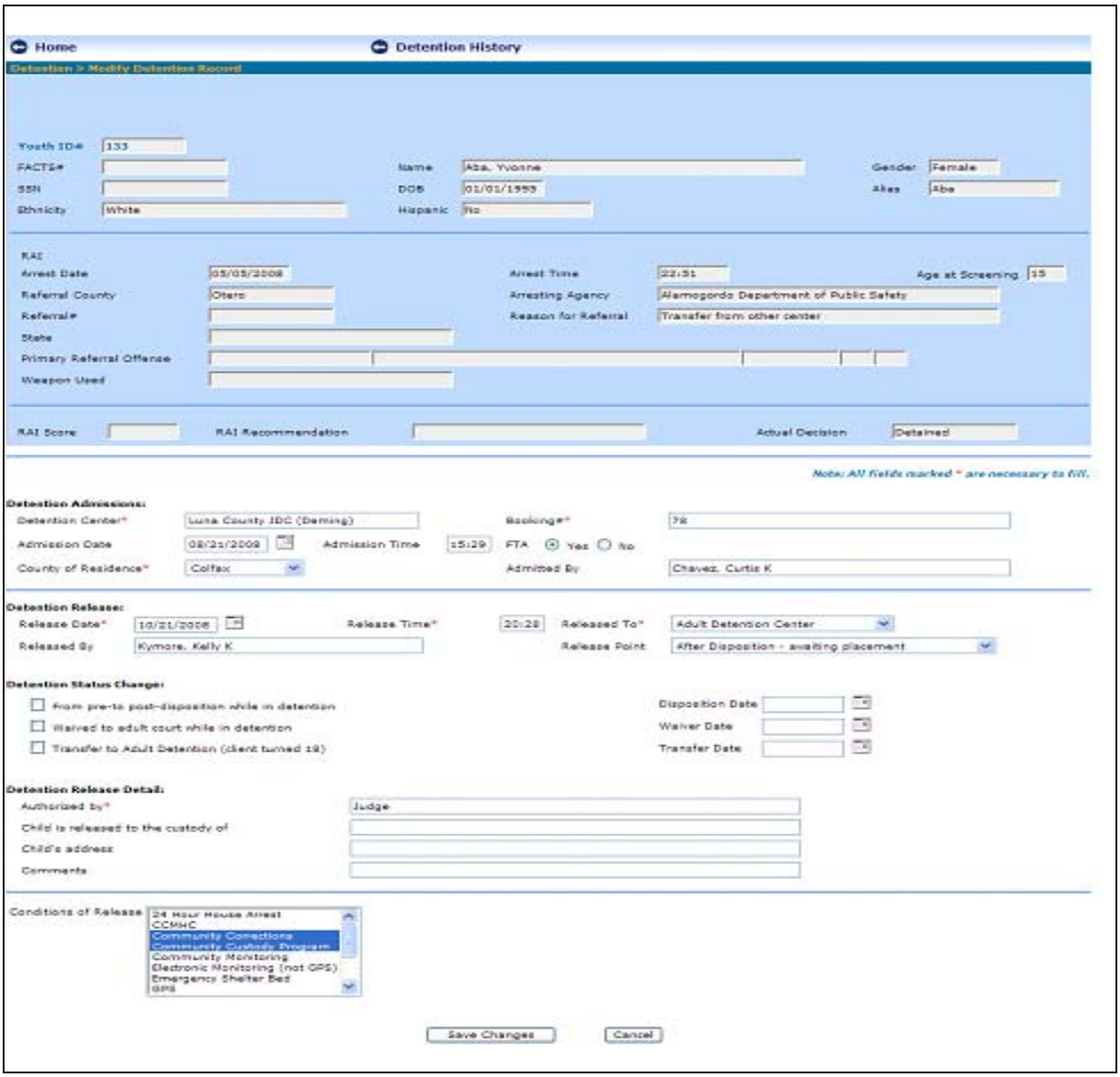
2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Detention > Detention History > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
YOUTH LIST
Total Records: 7
<< First < Previous Next > Last >> Page 1 of 1
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
150 | 122121 | DeSersa | misty | c | 5/9/1995 | Female | 121-21-2121 | American Indian, Black, Pacific Islander | Yes | 1 | Detention History
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | Detention History
151 | 145141 | DeSersa | Misty | C | 5/5/1995 | Female | 145-14-5145 | American Indian, Asian, White | No | 1 | Detention History
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | Detention History
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | Detention History
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | Detention History
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | Detention History
<< First < Previous Next > Last >> Page 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **Detention History** link for the youth to be modified.


Home List of Youths
Detention > Youth List > Detention History
Youth ID# 3
FACTS# 123456
Name Quintana, Misty
SSN 555-99-4462
DOB 12/15/1994
Gender Male
Ethnicity White
Hispanic Yes
DETENTION HISTORY
Total Records: 1
<< First < Previous Next > Last >> Page 1 of 1
Screened | County | Screening Decision | Detention Center | Admitted | Released
5/7/2008 | DONA ANA | Detained | Dona Ana County JDC (Las Cruces) | 5/7/2008 | 5/7/2008 | Edit | Delete | View/Print
<< First < Previous Next > Last >> Page 1 of 1
Maximum rows per page: 100

4. From the Detention History, click the **Edit** link for the record to be modified.



5. Modify the admission or release details for the youth.

6. Click **Save Changes** button to save changes to this Detention Record.

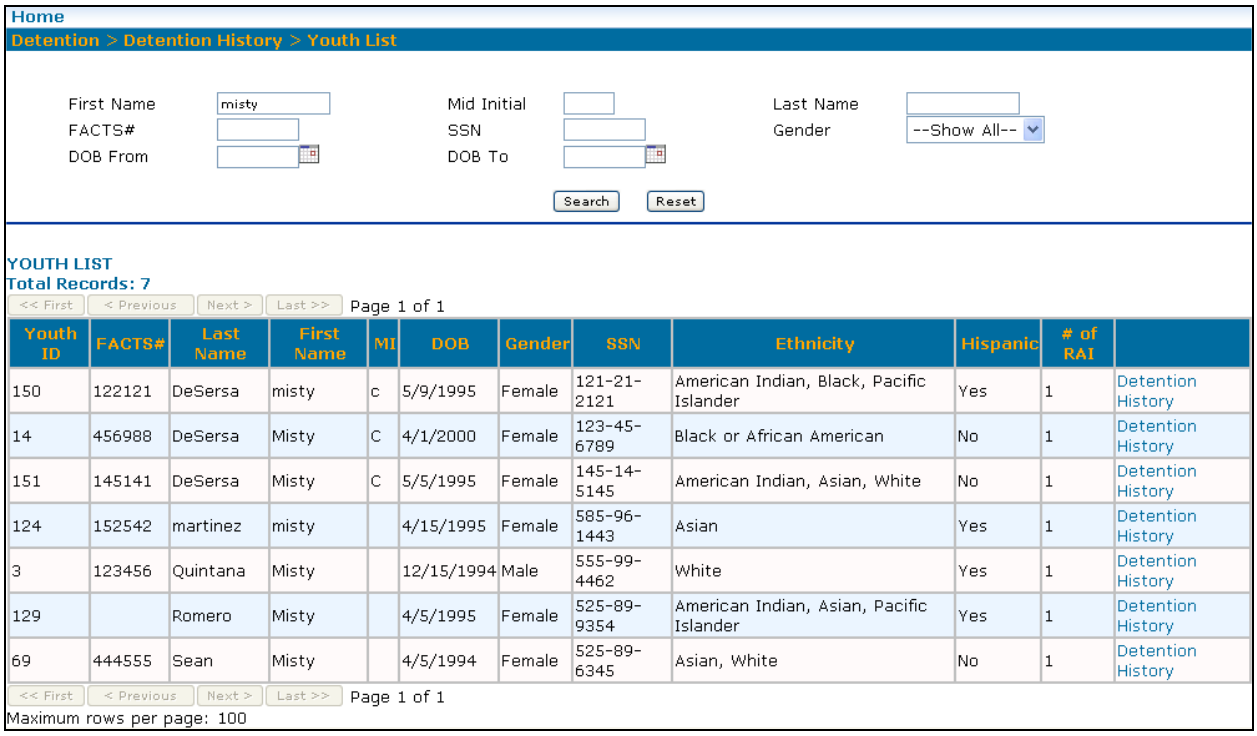
7. Click **Home** link to close this screen and go to Home page or click **Detention History** link to go to Detention History screen.

> **Tip**
>
> Clicking the **cancel** button will clear recently filled entries.

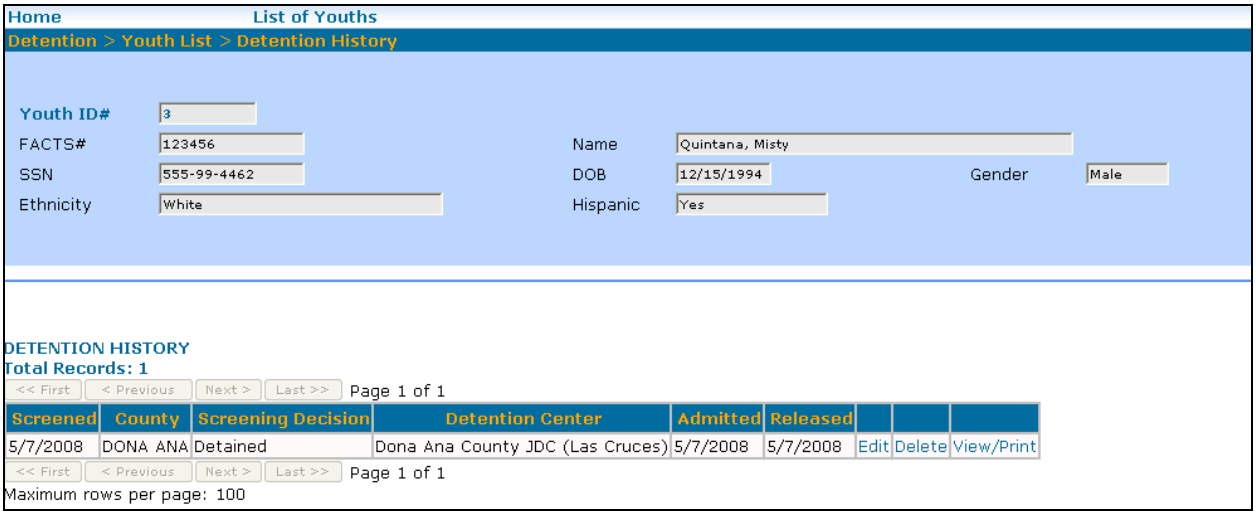
Delete Detention Record

1. To delete a Detention Record of a youth, from the **menu** tab choose **Detention** -> **Detention History**. The **Youth List** screen appears.

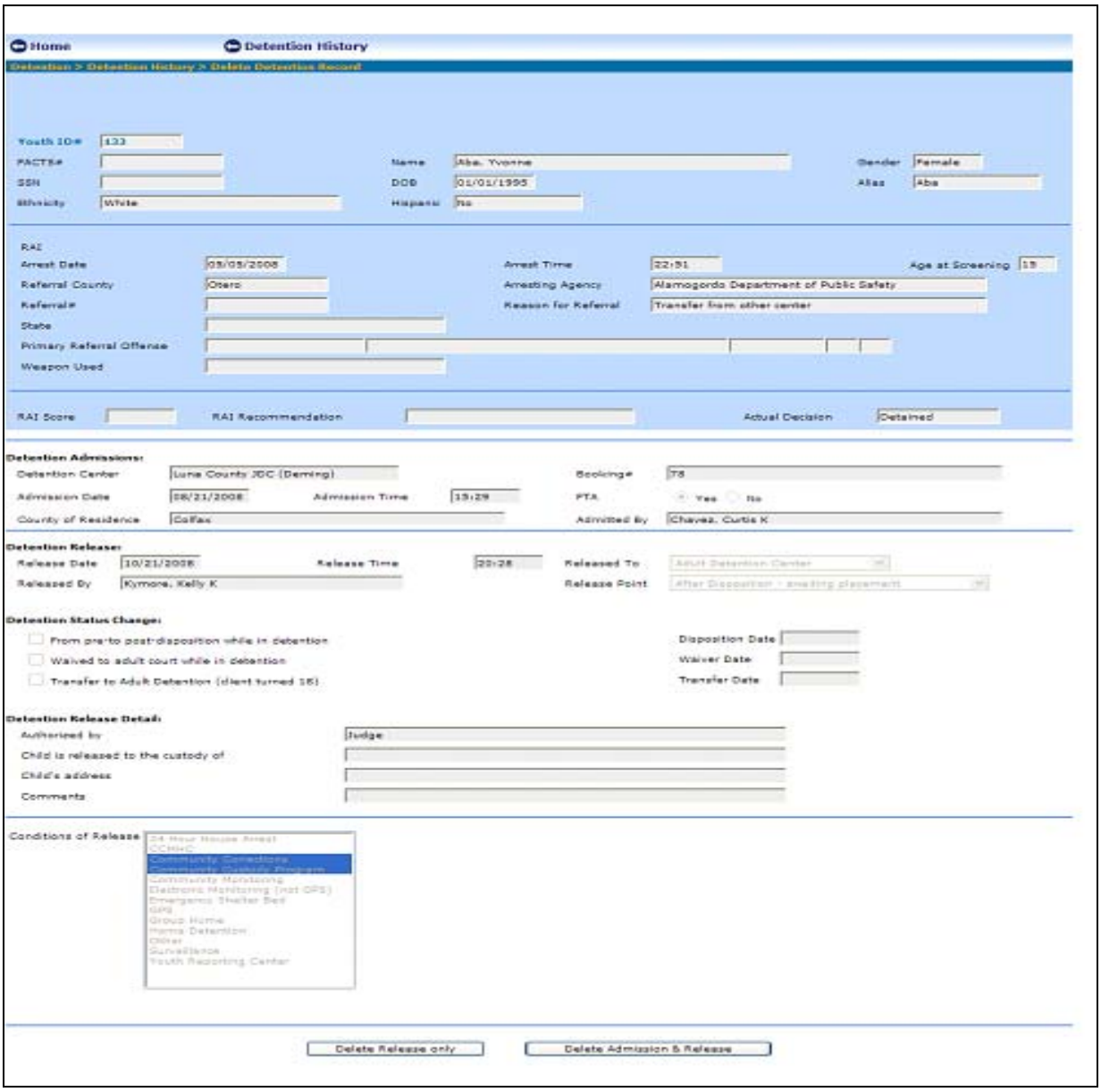
2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Detention > Detention History > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
YOUTH LIST
Total Records: 7
<< First < Previous Next > Last >> Page 1 of 1
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
150 | 122121 | DeSersa | misty | c | 5/9/1995 | Female | 121-21-2121 | American Indian, Black, Pacific Islander | Yes | 1 | Detention History
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | Detention History
151 | 145141 | DeSersa | Misty | C | 5/5/1995 | Female | 145-14-5145 | American Indian, Asian, White | No | 1 | Detention History
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | Detention History
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | Detention History
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | Detention History
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | Detention History
<< First < Previous Next > Last >> Page 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **Detention History** link for the youth to be deleted.


Home List of Youths
Detention > Youth List > Detention History
Youth ID# 3
FACTS# 123456
Name Quintana, Misty
SSN 555-99-4462
DOB 12/15/1994
Gender Male
Ethnicity White
Hispanic Yes
DETENTION HISTORY
Total Records: 1
<< First < Previous Next > Last >> Page 1 of 1
Screened | County | Screening Decision | Detention Center | Admitted | Released
5/7/2008 | DONA ANA | Detained | Dona Ana County JDC (Las Cruces) | 5/7/2008 | 5/7/2008 | Edit | Delete | View/Print
<< First < Previous Next > Last >> Page 1 of 1
Maximum rows per page: 100

4. From the Detention History, click the **Delete** link for the record to be deleted.



- ❖ Detention record is displayed in read only mode.

5. Click **Delete Release Only** button to delete the release record of youth.

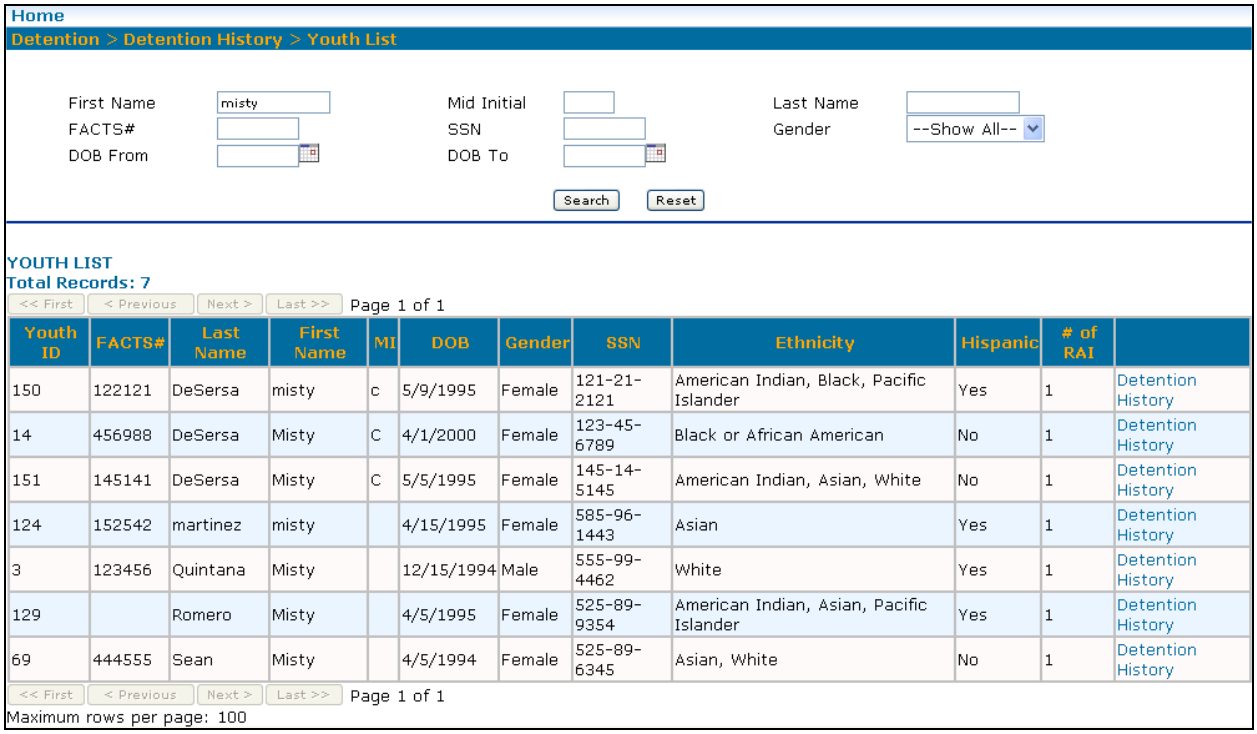
6. Click **Delete Admission & Release** button to delete both the admission and release record of youth. This button will also need to be used if there is only an **Admission** recorded. Once you delete the Admission, you must go back and manually **edit** the **Actual Decision** in the RAI record if the youth was released instead of being detained.

7. Click **Home** link to close this screen and go to Home page or click **Detention History** link to go to Detention History screen.

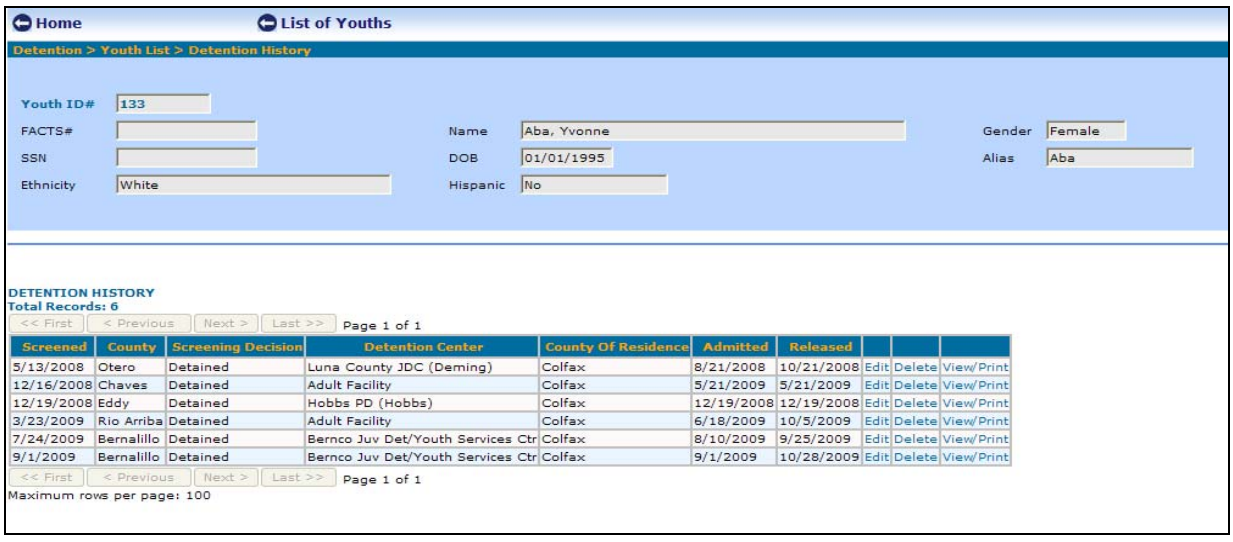
View Detention Record

1. To view Detention Record of a youth, from the **menu** tab choose **Detention** -> **Detention History**.

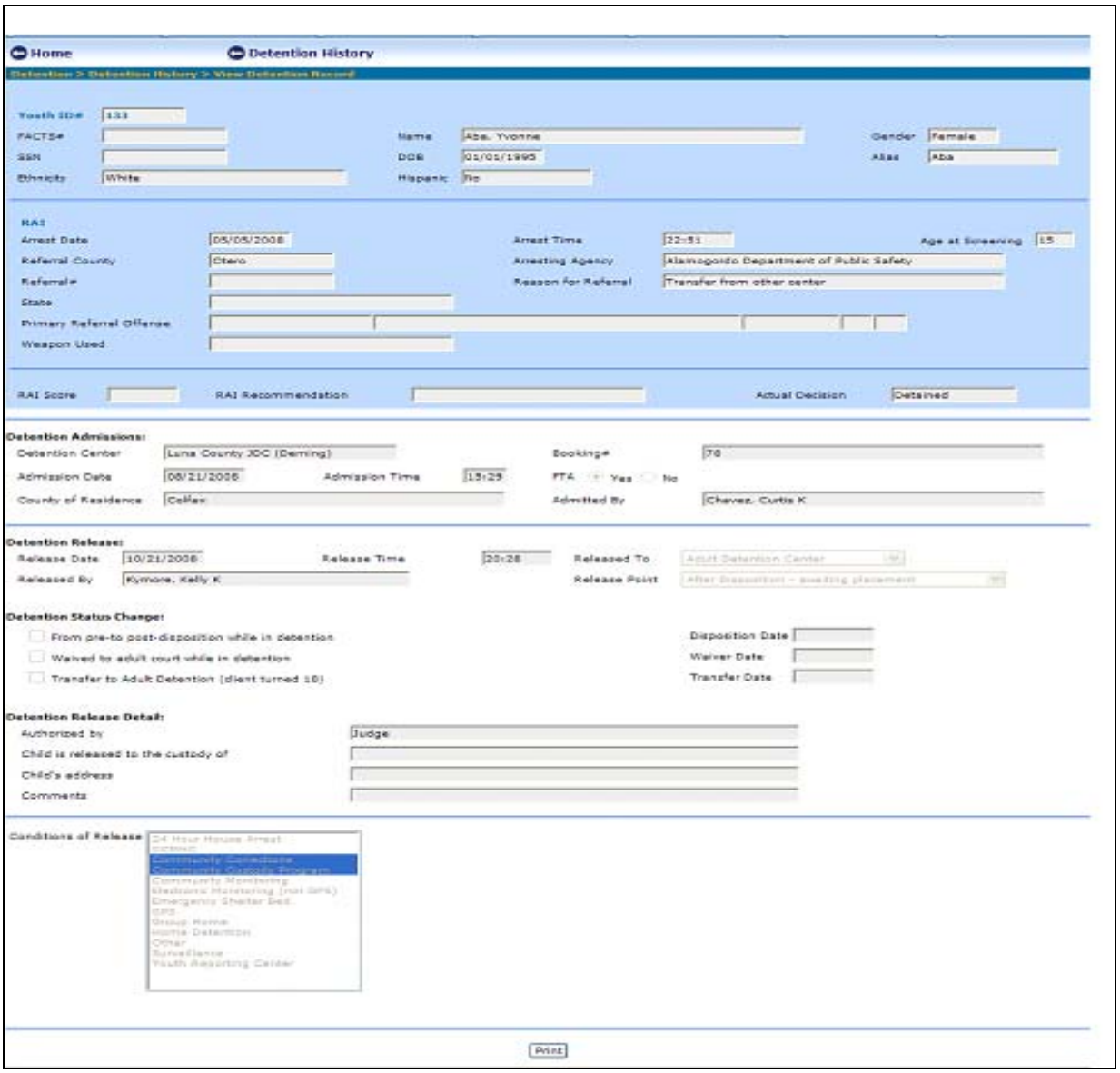
2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Detention > Detention History > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
YOUTH LIST
Total Records: 7
<< First < Previous Next > Last >> Page 1 of 1
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
150 | 122121 | DeSersa | misty | c | 5/9/1995 | Female | 121-21-2121 | American Indian, Black, Pacific Islander | Yes | 1 | Detention History
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | Detention History
151 | 145141 | DeSersa | Misty | C | 5/5/1995 | Female | 145-14-5145 | American Indian, Asian, White | No | 1 | Detention History
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | Detention History
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | Detention History
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | Detention History
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | Detention History
<< First < Previous Next > Last >> Page 1 of 1
Maximum rows per page: 100

3. From the Youth List, click the **Detention History** link for the youth to be viewed.


Home
List of Youths
Detention > Youth List > Detention History
Youth ID# 133
FACTS#
Name Aba, Yvonne
Gender Female
SSN
DOB 01/01/1995
Alias Aba
Ethnicity White
Hispanic No
DETENTION HISTORY
Total Records: 6
<< First < Previous Next > Last >> Page 1 of 1
Screened | County | Screening Decision | Detention Center | County Of Residence | Admitted | Released
5/13/2008 | Otero | Detained | Luna County JDC (Deming) | Colfax | 8/21/2008 | 10/21/2008 | Edit Delete View/Print
12/16/2008 | Chaves | Detained | Adult Facility | Colfax | 5/21/2009 | 5/21/2009 | Edit Delete View/Print
12/19/2008 | Eddy | Detained | Hobbs PD (Hobbs) | Colfax | 12/19/2008 | 12/19/2008 | Edit Delete View/Print
3/23/2009 | Rio Arriba | Detained | Adult Facility | Colfax | 6/18/2009 | 10/5/2009 | Edit Delete View/Print
7/24/2009 | Bernalillo | Detained | Bernco Juv Det/Youth Services Ctr | Colfax | 8/10/2009 | 9/25/2009 | Edit Delete View/Print
9/1/2009 | Bernalillo | Detained | Bernco Juv Det/Youth Services Ctr | Colfax | 9/1/2009 | 10/28/2009 | Edit Delete View/Print
<< First < Previous Next > Last >> Page 1 of 1
Maximum rows per page: 100

4. From the Detention History, click the **View** link for the record to be viewed.



- ❖ Detention record is displayed in read only mode.

5. Click **Print** button to view the detention record in a PDF pop up window. To print select **File** ->**Print**. Click on the **Close** button or the **X** in the upper right hand of the page.

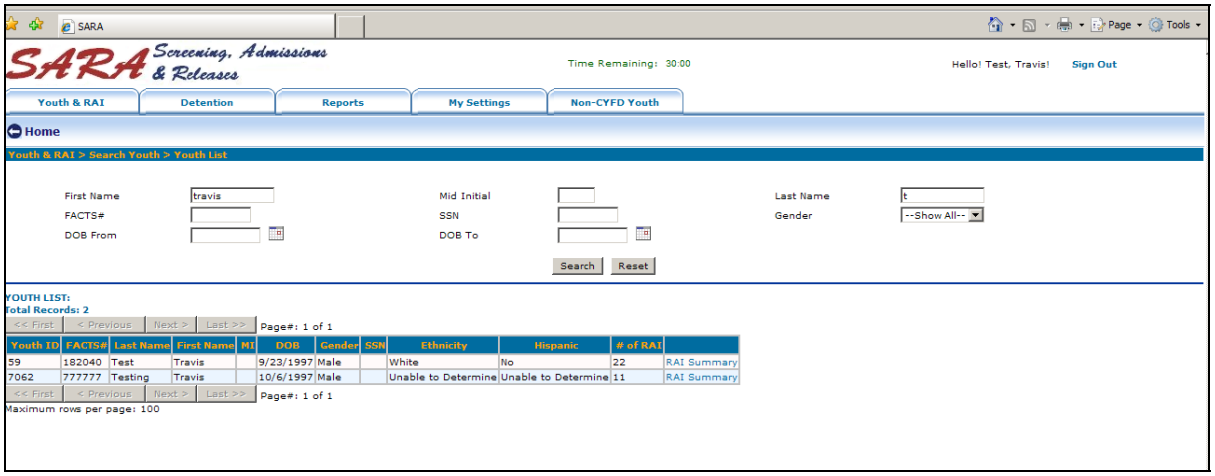
6. Click **Home** link to close this screen and go to Home page or click **Detention History** link to go to Detention History screen.

CASE STATUS

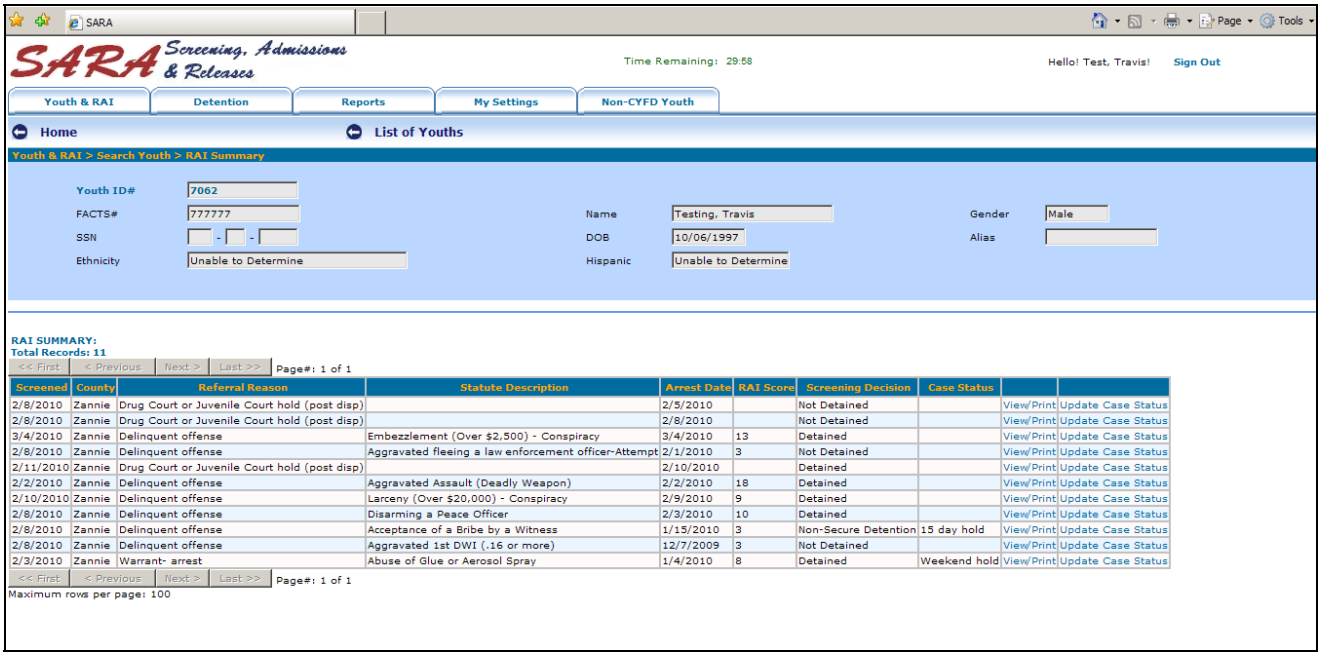
The Case Status link will allow field users, population managers and super users to add/edit a Case Status while all other user roles will only be able to view Case Status. It can be found in the RAI summary under a column named “Case Status”. This column will display the case status link which will open up a pop-up window to allow the adding/updating/viewing of case status of a RAI.

1.To view the case status of a RAI, from the **menu** tab choose **Youth & RAI** -> **Search Youth**.

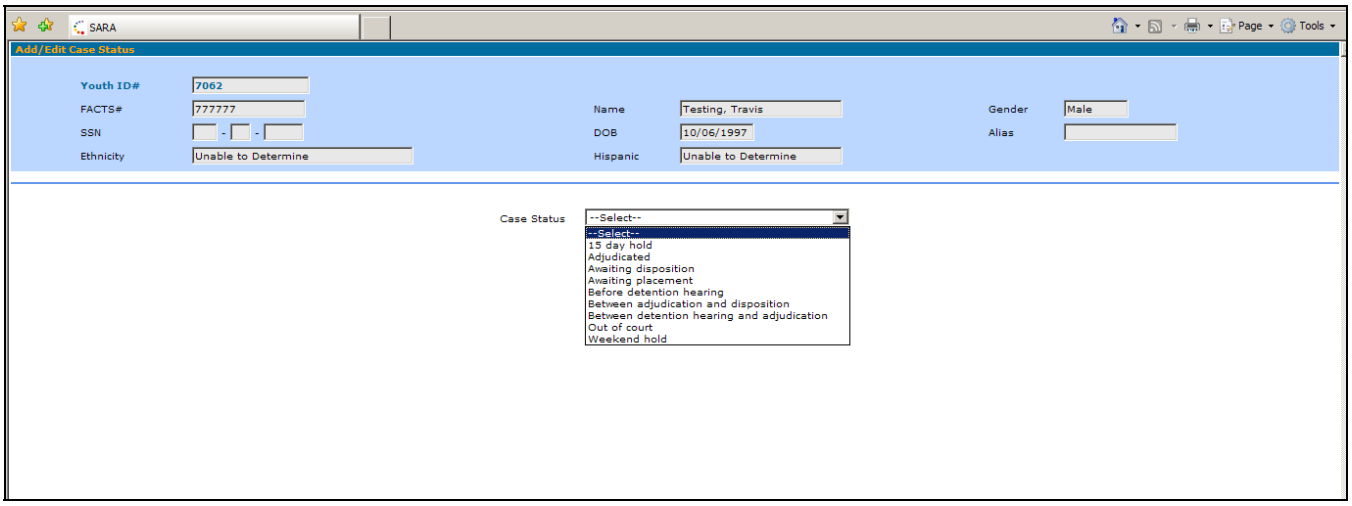
2. First **Search** for the youth. Youth List matching the search criteria is displayed.



3. From the Youth List, click the **RAI Summary** link for the youth to be viewed. The **RAI Summary** screen appears for the selected youth.


SARA
Screening, Admissions & Releases
Time Remaining: 29:58
Hello! Test, Travis!
Sign Out
Youth & RAI
Detention
Reports
My Settings
Non-CYFD Youth
Home
List of Youths
Youth & RAI > Search Youth > RAI Summary
Youth ID# 7062
FACTS# 777777
SSN
Ethnicity Unable to Determine
Name Testing, Travis
DOB 10/06/1997
Hispanic Unable to Determine
Gender Male
Alias
RAI SUMMARY:
Total Records: 11
<< First < Previous Next > Last >> Page#: 1 of 1
Screened County Referral Reason Statute Description Arrest Date RAI Score Screening Decision Case Status
2/8/2010 Zannie Drug Court or Juvenile Court hold (post disp) 2/5/2010 Not Detained View/Print Update Case Status
2/8/2010 Zannie Drug Court or Juvenile Court hold (post disp) 2/8/2010 Not Detained View/Print Update Case Status
3/4/2010 Zannie Delinquent offense Embezzlement (Over $2,500) - Conspiracy 3/4/2010 13 Detained View/Print Update Case Status
2/8/2010 Zannie Delinquent offense Aggravated fleeing a law enforcement officer-Attempt 2/1/2010 3 Not Detained View/Print Update Case Status
2/11/2010 Zannie Drug Court or Juvenile Court hold (post disp) 2/10/2010 Detained View/Print Update Case Status
2/2/2010 Zannie Delinquent offense Aggravated Assault (Deadly Weapon) 2/2/2010 18 Detained View/Print Update Case Status
2/10/2010 Zannie Delinquent offense Larceny (Over $20,000) - Conspiracy 2/9/2010 9 Detained View/Print Update Case Status
2/8/2010 Zannie Delinquent offense Disarming a Peace Officer 2/3/2010 10 Detained View/Print Update Case Status
2/8/2010 Zannie Delinquent offense Acceptance of a Bribe by a Witness 1/15/2010 3 Non-Secure Detention 15 day hold View/Print Update Case Status
2/8/2010 Zannie Delinquent offense Aggravated 1st DWI (.16 or more) 12/7/2009 3 Not Detained View/Print Update Case Status
2/3/2010 Zannie Warrant- arrest Abuse of Glue or Aerosol Spray 1/4/2010 8 Detained Weekend hold View/Print Update Case Status
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100

4. From the RAI Summary, click the **Update Case Status** link for the RAI you are updating. A pop-up window will allow you to add or update the Case Status of each RAI.



- ❖ A confirmation message will indicate the record was updated successfully.

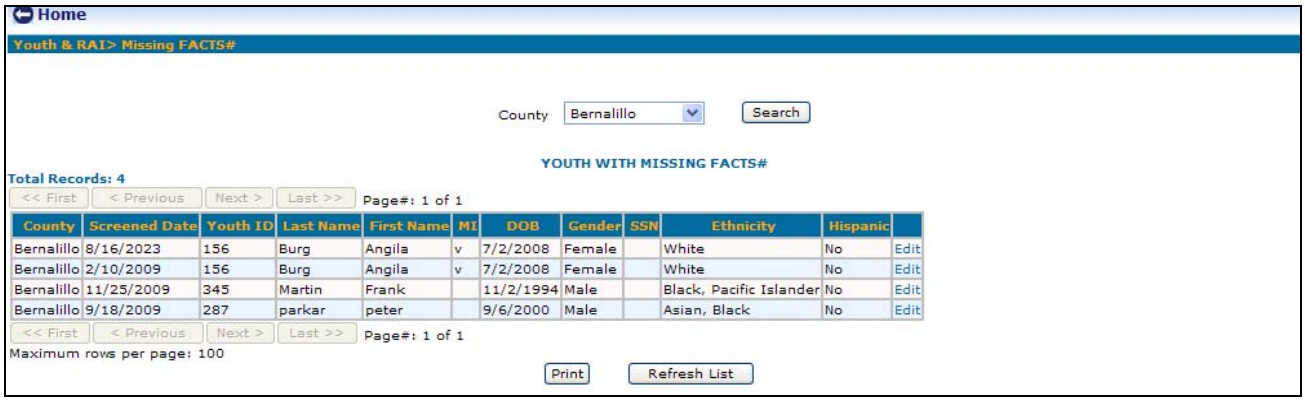
5. You may close out of the window with the **close** button or **X** in the upper right hand side of the window. This will take you back to the RAI summary of the youth you are working on. The case status will be displayed in the column of the RAI you updated.

6. Click **Home** link to close this screen and go to Home page or click **List of Youth** to go to the Youth List screen.

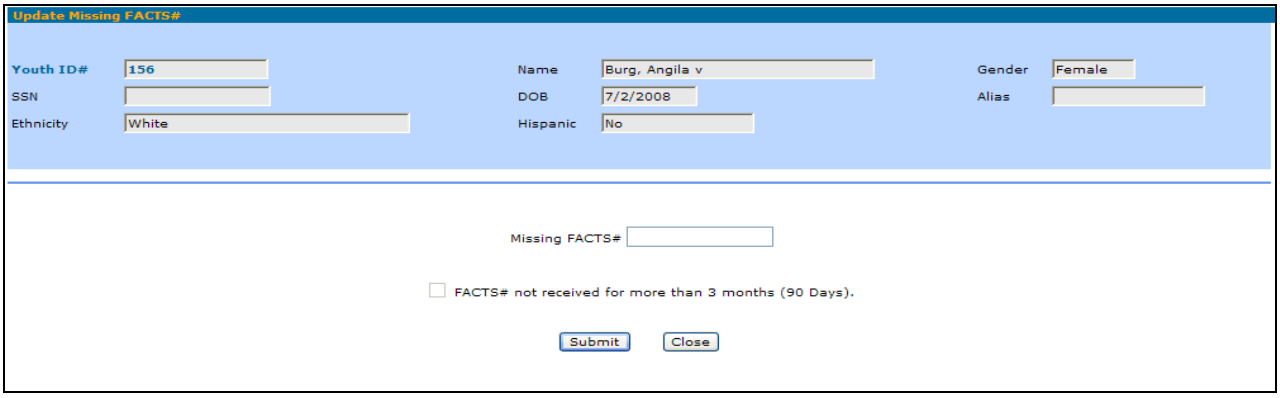
Missing FACTS#

1. To update missing FACTS# of a youth, from the **menu** tab choose **Youth & RAI** -> **Missing FACTS#**

2. Select county from the dropdown and click **search** to display the youth in the respective county.



3. Click **Edit** link to **Update Missing FACTS#** of the selected youth in a new pop up screen.



4. Update the FACTS# of the youth. If FACTS# is not received for more than 3 months, the checkbox will be automatically checked. A batch process will run by the system at regular intervals to complete this process and remove those youth from the list.

5. Click **Submit** button to save the record.

6. Click **Close** button to close the pop up window.

Tip

- Click **Print** button to print the Missing FACTS# list in PDF.
- **Refresh List** will clear out any youth with updated information
- Click **Refresh List** button to refresh the list.

Missing RAI Referral#

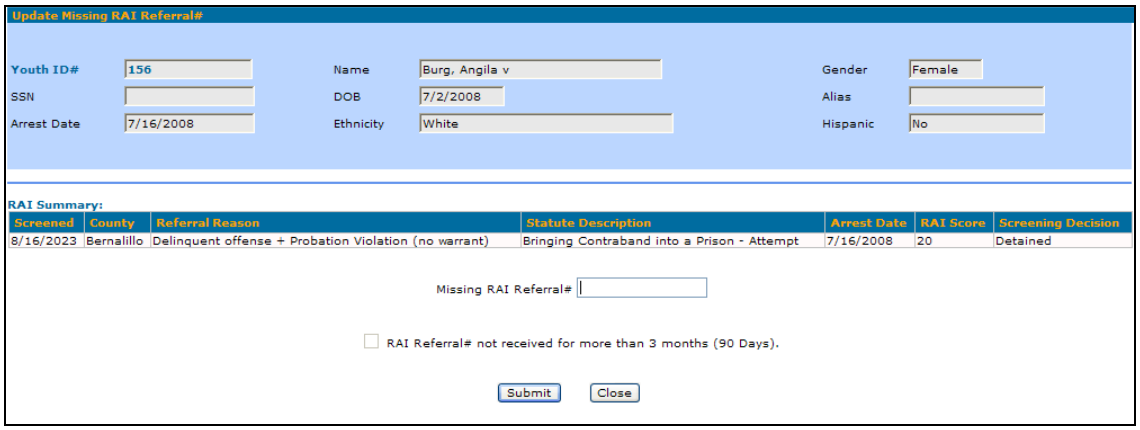
1. To update missing RAI Referral# of a youth, from the **menu** tab choose **Youth & RAI** -> **Missing Referral#**.

2. Select county from the drop down and click **search** to display the youth in the respective county.

Home
Youth & RAI> Missing RAI Referral#
County Bernalillo
Search
YOUTH WITH MISSING RAI REFERRAL#
Total Records: 4
<< First < Previous Next > Last >> Page#: 1 of 1
County Screened Date Youth ID Last Name First Name MI DOB Gender SSN Ethnicity Hispanic Arrest Date
Bernalillo 8/16/2023 156 Burg Angila v 7/2/2008 Female White No 7/16/2008 Edit
Bernalillo 11/26/2009 223 Ghinelli Diego 9/1/2008 Female 457-65-7657 Native Hawaiian or other Pacific Islander Yes 11/2/2009 Edit
Bernalillo 9/18/2009 287 parkar peter 9/6/2000 Male Asian, Black No 9/18/2009 Edit
Bernalillo 11/26/2009 270 Richards Barry 6/10/1986 Male 564-12-8978 American Indian or Alaskan Native Yes 11/10/2009 Edit
<< First < Previous Next > Last >> Page#: 1 of 1
Maximum rows per page: 100
Print
Refresh List

3. Click **Edit** link to **Update Missing RAI Referral#** of the selected youth in a new pop up screen.

- Click **Print** button to print the Missing RAI Referral# list in PDF.
- Click **Refresh List** button to refresh the list.
- Click **Home** link to close this screen and go to Home page.


Update Missing RAI Referral#
Youth ID# 156
Name Burg, Angila v
Gender Female
SSN
DOB 7/2/2008
Alias
Arrest Date 7/16/2008
Ethnicity White
Hispanic No
RAI Summary:
Screened County Referral Reason Statute Description Arrest Date RAI Score Screening Decision
8/16/2023 Bernalillo Delinquent offense + Probation Violation (no warrant) Bringing Contraband into a Prison - Attempt 7/16/2008 20 Detained
Missing RAI Referral#
RAI Referral# not received for more than 3 months (90 Days).
Submit
Close

4. Update the RAI Referral# of the youth. If RAI Referral# has not been received for more than 3 months the checkbox will be automatically checked. A batch process will run by the system at regular intervals to complete this process and remove those youth from the list.

5. Click **Submit** button to save the record.

6. Click **Close** button to close the pop up window.

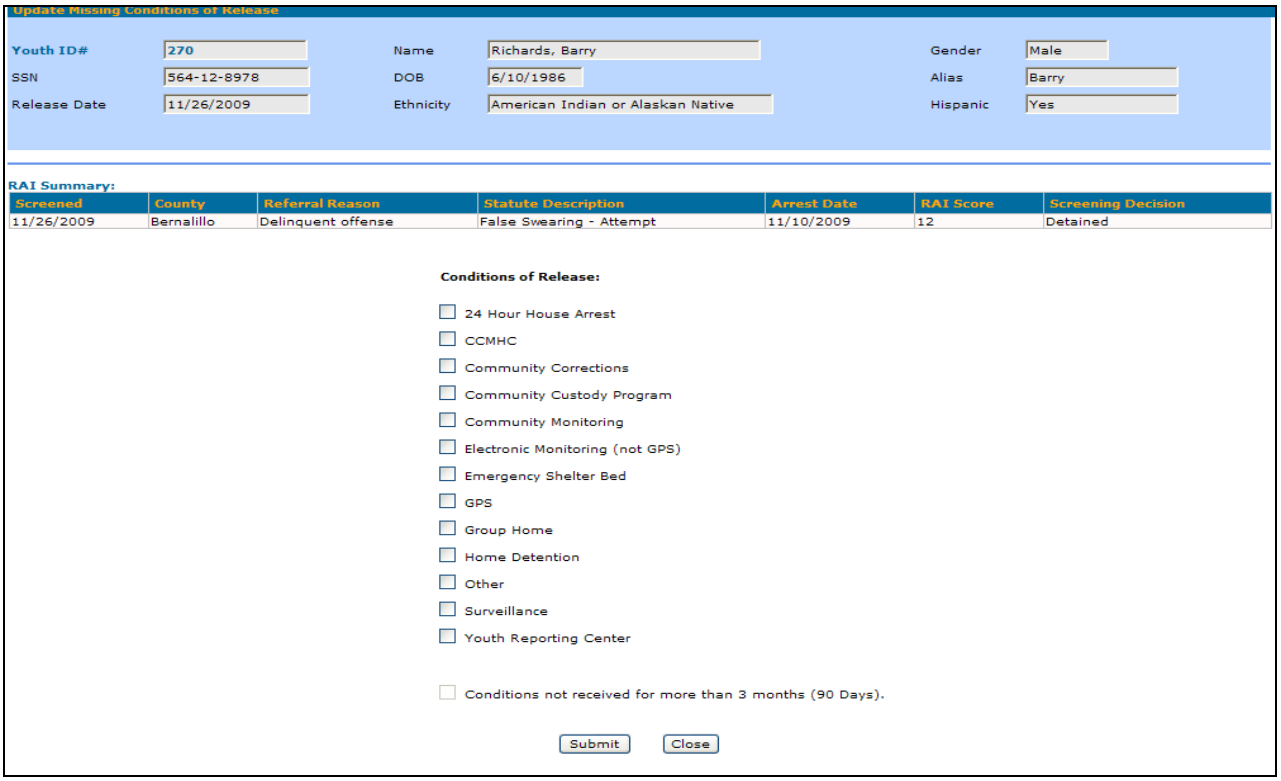
Missing Release Conditions

1. To update missing Release Conditions of a youth, from the **menu** tab choose **Youth & RAI** -> **Missing Conditions**.

2. Select county from the dropdown and click **search** to display the youth from the respective county.

3. Click **Edit** link to update Missing Release Conditions of the selected youth in a new pop up screen.

- Click **Print** button to print the Missing Release Conditions list in PDF.
- Click **Refresh List** button to refresh the list.
- Click **Home** link to close this screen and go to Home page.



4. Update the Release Conditions of the youth. If Release Conditions not received for more than 3 months the checkbox will be automatically checked. A batch process will run by the system at regular intervals to complete this process and remove those youth from the list.

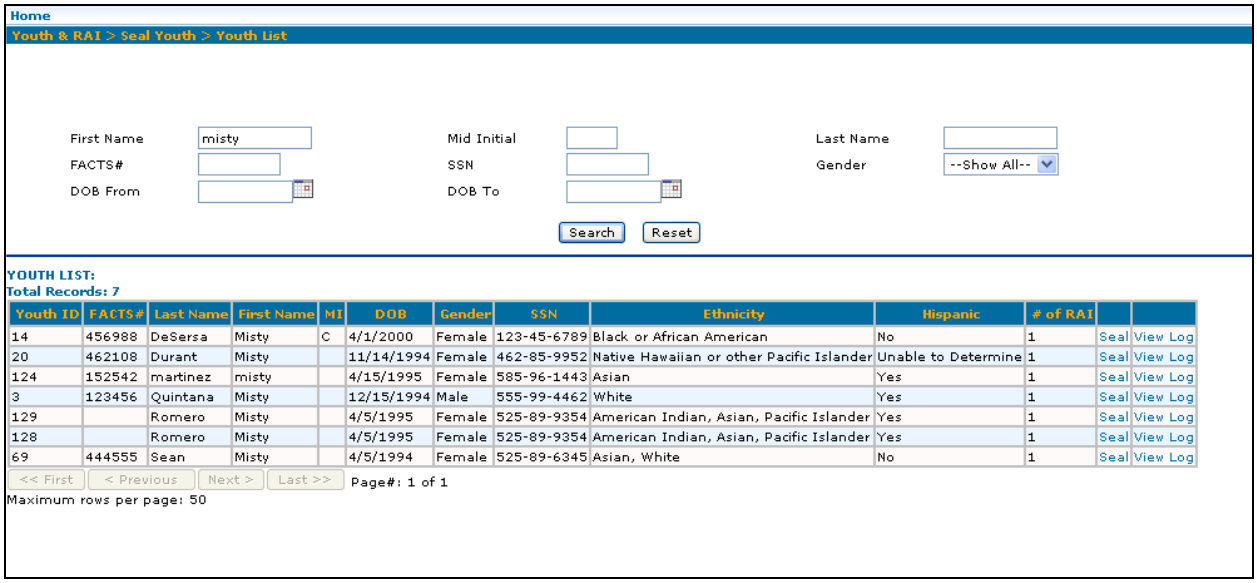
5. Click **Submit** button to save the record.

6. Click **Close** button to close the pop up window.

Seal Youth

1. To seal youth, from the **menu** tab choose **Youth & RAI** -> **Seal Youth**. The **Youth List** screen appears.

2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Seal Youth > Youth List
First Name misty
Mid Initial
Last Name
FACTS#
SSN
Gender --Show All--
DOB From
DOB To
Search
Reset
YOUTH LIST:
Total Records: 7
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | Seal | View Log
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | Seal | View Log
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | Seal | View Log
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | Seal | View Log
129 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | Seal | View Log
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | Seal | View Log
69 | 444555 | Sean | Misty | | 4/5/1994 | Female | 525-89-6345 | Asian, White | No | 1 | Seal | View Log
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Maximum rows per page: 50

3. From the Youth List, click the **Seal** link for the youth to be sealed. Only **Super User** can view I.D. information of the sealed record using **OGC reports** or **Un-seal module** and un-seal a sealed record. A youth will be available for sealing only if:

   a. There has not been a referral for the youth in the last 2 years.

   b. There is not a pending referral with the actual decision as detained.

   c. The youth is over the age of 18 and the case is closed.

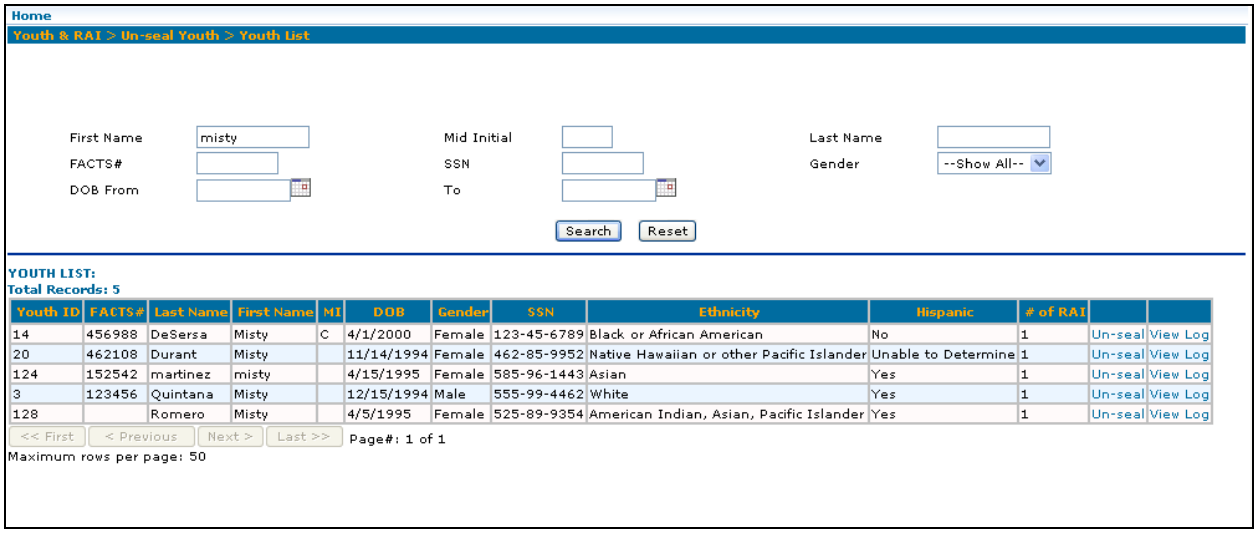
I.D. information not visible after sealing has occurred to any **Viewer**.

4. Click **Home** link to close this screen and go to Home page.

Un-seal Youth

1. To Un-seal youth, from the **menu** tab choose **Youth & RAI** -> **Un-seal Youth**. The **Youth List** screen appears.

2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Un-seal Youth > Youth List
First Name
misty
Mid Initial
Last Name
FACTS#
SSN
Gender
--Show All--
DOB From
To
Search
Reset
YOUTH LIST:
Total Records: 5
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | Un-seal | View Log
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | Un-seal | View Log
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | Un-seal | View Log
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | Un-seal | View Log
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | Un-seal | View Log
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Maximum rows per page: 50

3. From the Youth List, click the **Un-seal** link for the youth to be Un-sealed.

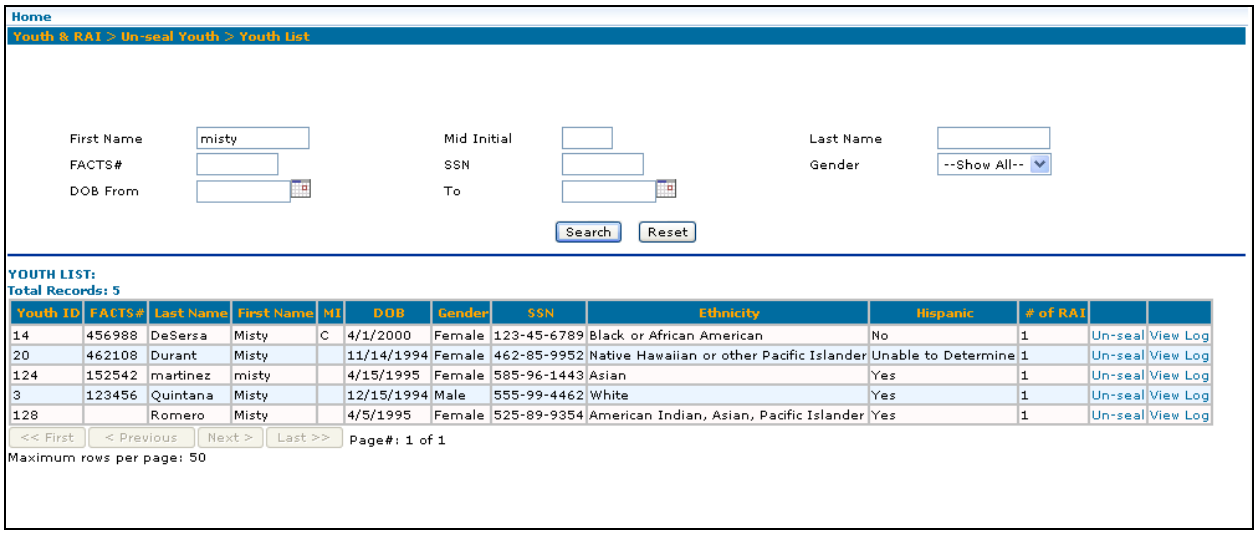
4. Click **Home** link to close this screen and go to Home page.

> **Tip**
>
> Once Un-sealed, all identifying information of the youth will be visible across application.

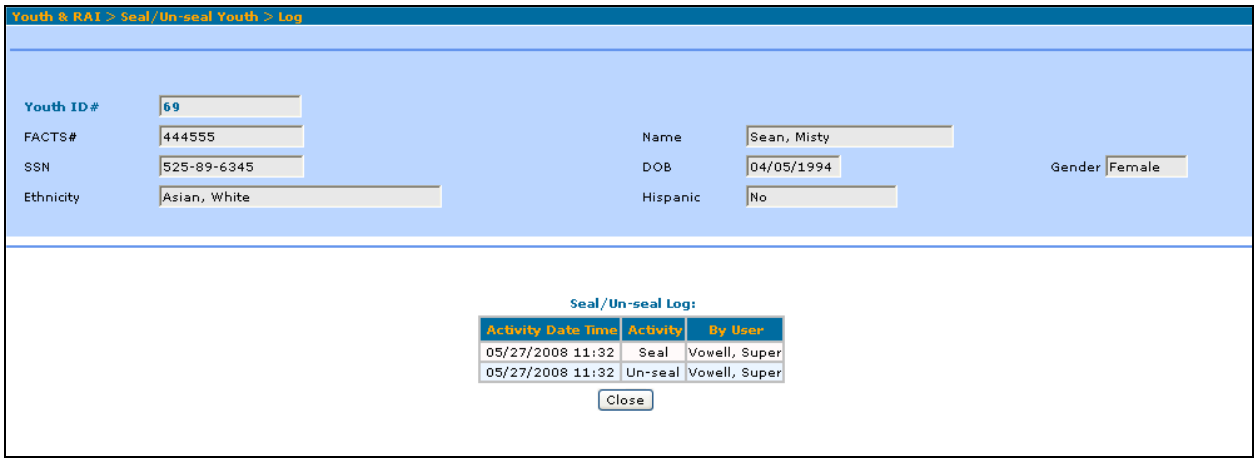
View Log

1. To view the log of youth, from the **menu** tab choose **Youth & RAI** -> **Seal/Un-seal Youth**. The **Youth List** screen appears.

2. First **Search** for the youth. Youth List matching the search criteria is displayed.


Home
Youth & RAI > Un-seal Youth > Youth List
First Name
misty
Mid Initial
Last Name
FACTS#
SSN
Gender
--Show All--
DOB From
To
Search
Reset
YOUTH LIST:
Total Records: 5
Youth ID | FACTS# | Last Name | First Name | MI | DOB | Gender | SSN | Ethnicity | Hispanic | # of RAI
14 | 456988 | DeSersa | Misty | C | 4/1/2000 | Female | 123-45-6789 | Black or African American | No | 1 | Un-seal | View Log
20 | 462108 | Durant | Misty | | 11/14/1994 | Female | 462-85-9952 | Native Hawaiian or other Pacific Islander | Unable to Determine | 1 | Un-seal | View Log
124 | 152542 | martinez | misty | | 4/15/1995 | Female | 585-96-1443 | Asian | Yes | 1 | Un-seal | View Log
3 | 123456 | Quintana | Misty | | 12/15/1994 | Male | 555-99-4462 | White | Yes | 1 | Un-seal | View Log
128 | | Romero | Misty | | 4/5/1995 | Female | 525-89-9354 | American Indian, Asian, Pacific Islander | Yes | 1 | Un-seal | View Log
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Maximum rows per page: 50

3. From the Youth List, click the **View Log** link for the selected youth to view the log of sealing/un-sealing of the selected record in a new pop up screen.

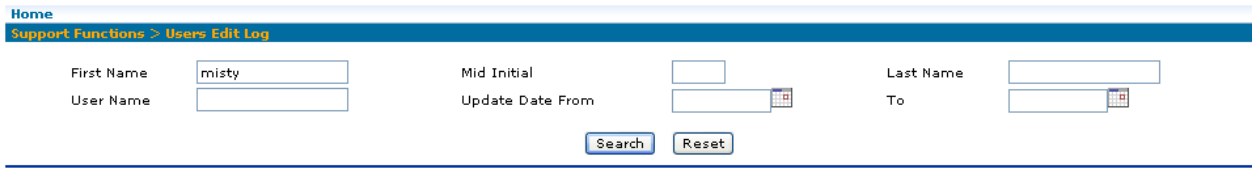


4. Click **Close** link to close this pop up screen.

Users Edit Log

1. To view log of updates for a User record, from the **menu** tab choose **Support Functions** -> **Users Edit Log**.

2. First **Search** for the User. Users Edit Log matching the search criteria is displayed.



USERS EDIT LOG
Total Records: 4
Legend of 'Audit Operation': C = Create, U = Update, D = Delete

User ID#	Audit Operation	Audit Operation On	User Name	Last Name	First Name	MI	Organization	Designation	Email	Phone	Is Active	Created On	Created By	Edited On	Edited By
29	C	5/7/2008	mistycastillo	Castillo	Misty	C	CYFD	SCI	misty.castillo@state.nm.us	(505) 803-6127	Yes	5/7/2008	Castillo, Misty		
29	U	5/7/2008	mistycastillo	Castillo	Misty	C	CYFD	SCI	misty.castillo@state.nm.us	(505) 803-6127	Yes	5/7/2008	Castillo, Misty	5/7/2008	Castillo, Misty C
18	C	5/7/2008	adminmisty	Castillo	Misty		CYFD	SCI	misty.castillo@state.nm.us	(505) 222-3369	Yes	5/7/2008	Chavez, Admin		
18	U	5/7/2008	adminmisty	Castillo	Misty		CYFD	SCI	misty.castillo@state.nm.us	(505) 222-3369	Yes	5/7/2008	Chavez, Admin	5/7/2008	Castillo, Misty

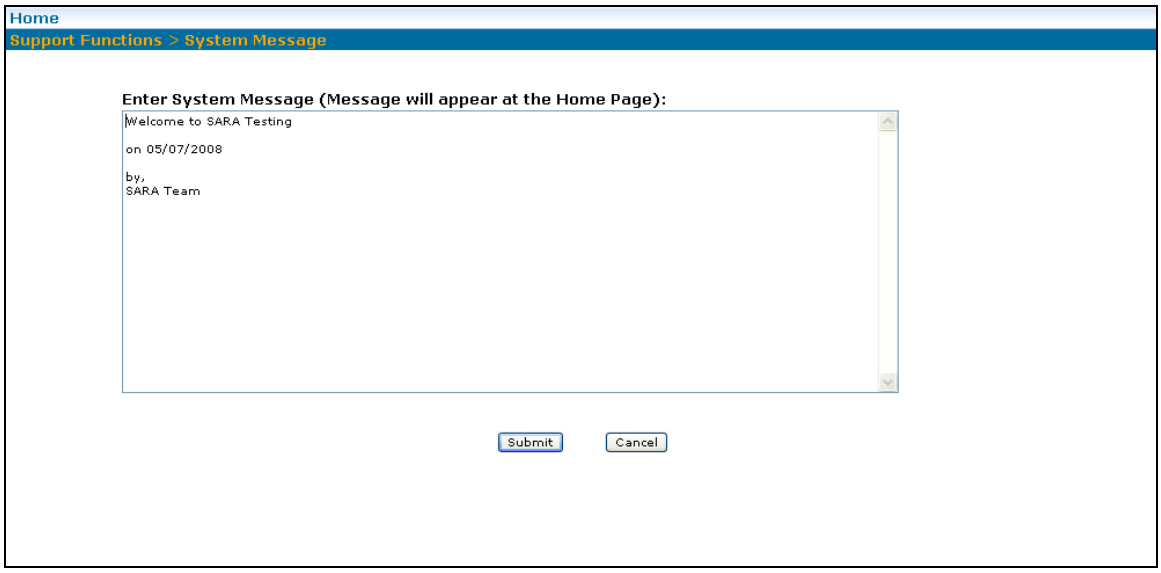
<< First | < Previous | Next > | Last >> Page 1 of 1
Maximum rows per page: 100

Edited By	Status Changed By	Status Changed On	Internal User	Password Reset Date
			No	
Castillo, Misty C			No	5/7/2008
			No	
Castillo, Misty			No	5/7/2008

3. Click **Home** link to close this screen and go to Home page.

System Message

1. To add or updates the System Message, from the **menu** tab choose **Support Functions** -> **System Message**.



2. Enter a greeting or important system message.

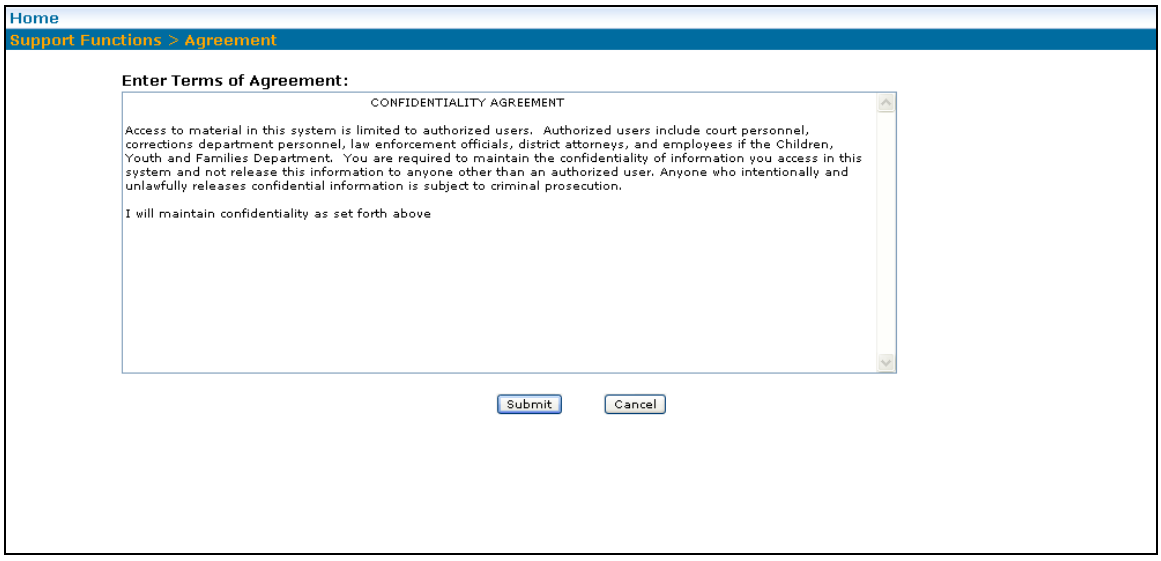
3. Click **Cancel** button to clear or reset the filled entries.

4. Click **Submit** button to save the system message.

5. Click **Home** link to close this screen and go to Home page.

Agreement

1. To add or updates the Agreement, from the **menu** tab choose **Support Functions** -> **Agreement**.


Home
Support Functions > Agreement
Enter Terms of Agreement:
CONFIDENTIALITY AGREEMENT
Access to material in this system is limited to authorized users. Authorized users include court personnel, corrections department personnel, law enforcement officials, district attorneys, and employees if the Children, Youth and Families Department. You are required to maintain the confidentiality of information you access in this system and not release this information to anyone other than an authorized user. Anyone who intentionally and unlawfully releases confidential information is subject to criminal prosecution.
I will maintain confidentiality as set forth above
Submit
Cancel

2. Enter the **Terms of Agreement**.

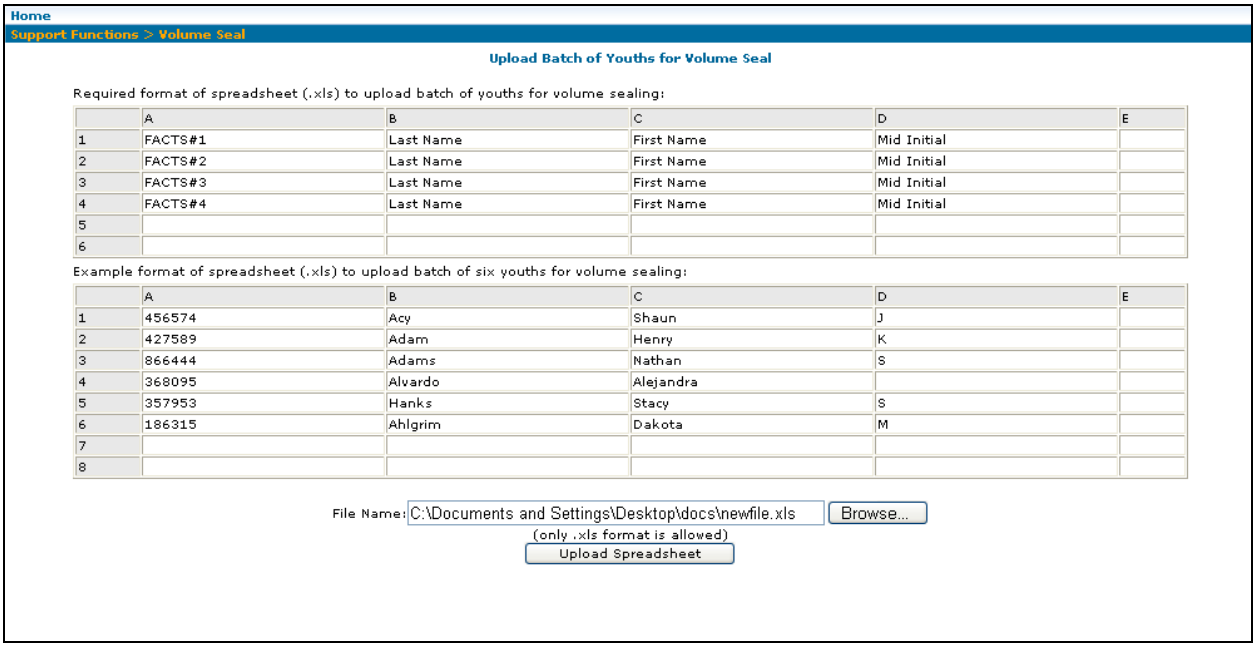
3. Click **Cancel** button to clear or reset the filled entries.

4. Click **Submit** button to save the terms of agreement.

5. Click **Home** link to close this screen and go to Home page.

Volume Seal

1. To volume/batch seal multiple records of youths, from the **menu** tab choose **Support Functions** -> **Volume Seal**.

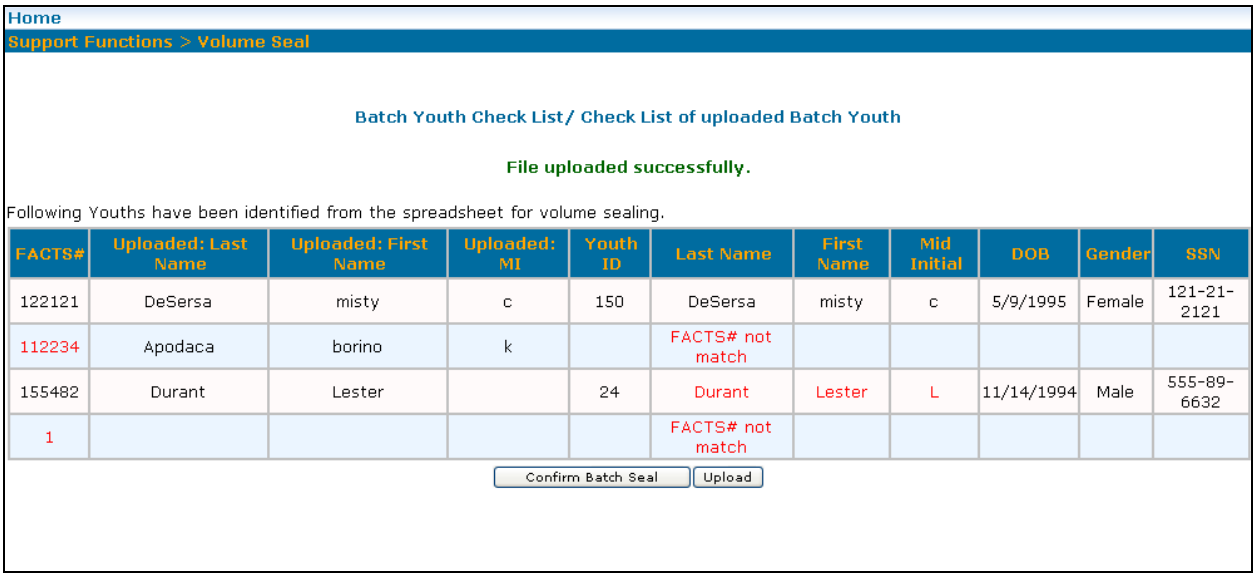

Home
Support Functions > Volume Seal
Upload Batch of Youths for Volume Seal
Required format of spreadsheet (.xls) to upload batch of youths for volume sealing:
Example format of spreadsheet (.xls) to upload batch of six youths for volume sealing:
File Name: C:\Documents and Settings\Desktop\docs\newfile.xls
Browse...
(only .xls format is allowed)
Upload Spreadsheet

	A	B	C	D	E
1	FACTS#1	Last Name	First Name	Mid Initial	
2	FACTS#2	Last Name	First Name	Mid Initial	
3	FACTS#3	Last Name	First Name	Mid Initial	
4	FACTS#4	Last Name	First Name	Mid Initial	
5					
6					

	A	B	C	D	E
1	456574	Acy	Shaun	J	
2	427589	Adam	Henry	K	
3	866444	Adams	Nathan	S	
4	368095	Alvardo	Alejandra		
5	357953	Hanks	Stacy	S	
6	186315	Ahlgrim	Dakota	M	
7					
8					

2. Click **Browse** button to select and open the required .xls file which has the batch of youths for volume sealing.

3. Click **Upload Spreadsheet** button to upload the .xls file to database. A screen **Batch Youths Check List** is displayed. *If there are problems with any of the rows to be batched, they will display in red. If the errors are not fixed, only the rows with no errors will batch successfully.*


Home
Support Functions > Volume Seal
Batch Youth Check List/ Check List of uploaded Batch Youth
File uploaded successfully.
Following Youths have been identified from the spreadsheet for volume sealing.
FACTS# | Uploaded: Last Name | Uploaded: First Name | Uploaded: MI | Youth ID | Last Name | First Name | Mid Initial | DOB | Gender | SSN
122121 | DeSersa | misty | c | 150 | DeSersa | misty | c | 5/9/1995 | Female | 121-21-2121
112234 | Apodaca | borino | k | | FACTS# not match
155482 | Durant | Lester | | 24 | Durant | Lester | L | 11/14/1994 | Male | 555-89-6632
1 | | | | | FACTS# not match
Confirm Batch Seal
Upload

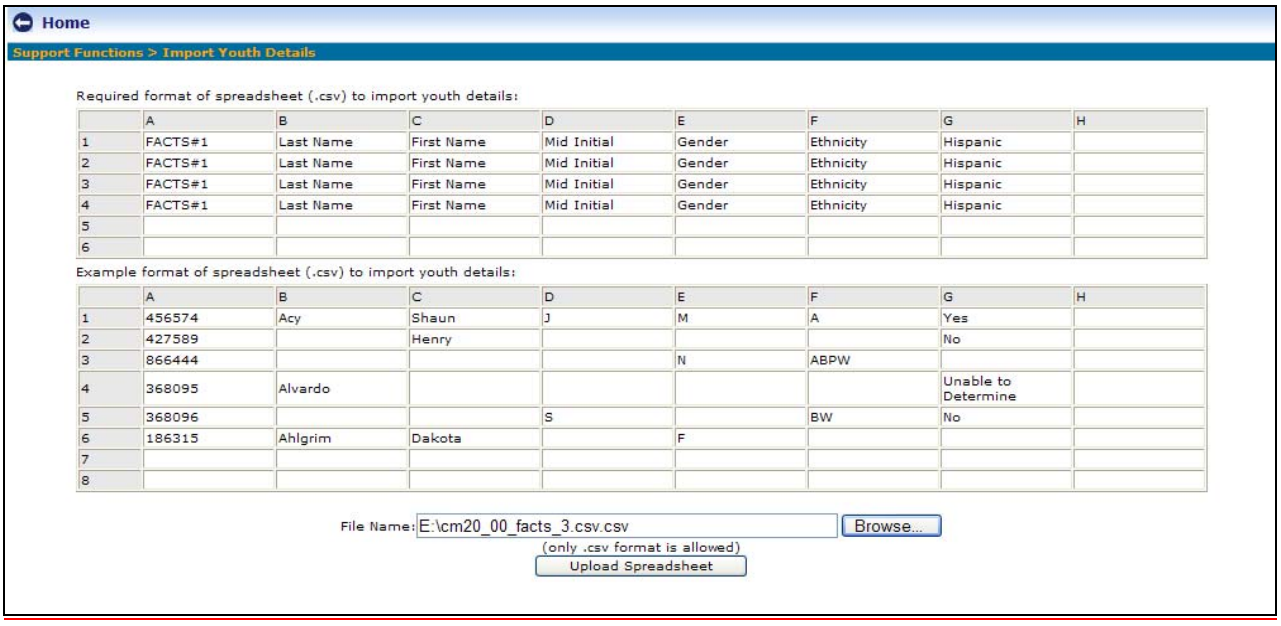
4. Click **Confirm Batch Seal** button to batch seal all the uploaded youth records.

5. Click **Upload** button to go back to **Upload Batch of Youths for Volume Seal** screen.

6. Click **Home** link to close this screen and go to Home page.

Import Youth Details

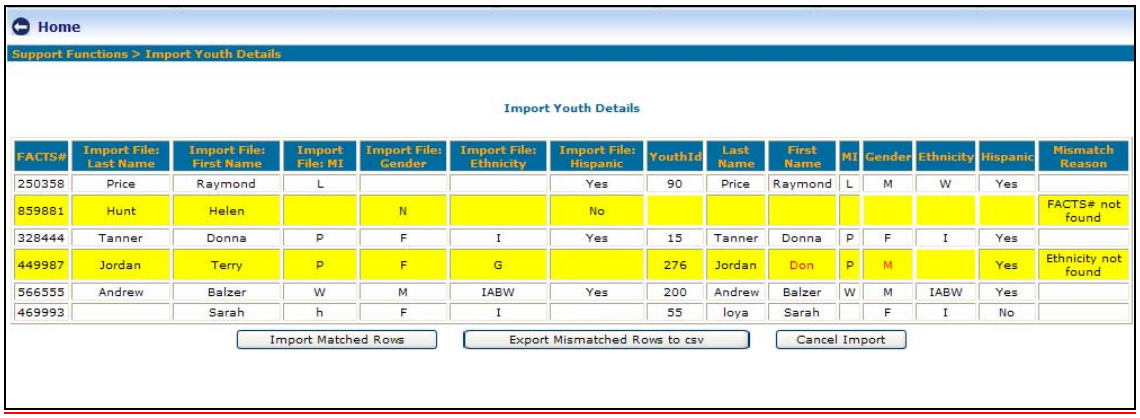
1. To import youth details into SARA from a file(.csv) generated from FACTS, from the menu tab choose **Support Functions**>**Import Youth Details**. The youth details screen appears.


Home
Support Functions > Import Youth Details
Required format of spreadsheet (.csv) to import youth details:
A | B | C | D | E | F | G | H
1 | FACTS#1 | Last Name | First Name | Mid Initial | Gender | Ethnicity | Hispanic
2 | FACTS#1 | Last Name | First Name | Mid Initial | Gender | Ethnicity | Hispanic
3 | FACTS#1 | Last Name | First Name | Mid Initial | Gender | Ethnicity | Hispanic
4 | FACTS#1 | Last Name | First Name | Mid Initial | Gender | Ethnicity | Hispanic
5
6
Example format of spreadsheet (.csv) to import youth details:
A | B | C | D | E | F | G | H
1 | 456574 | Acy | Shaun | J | M | A | Yes
2 | 427589 | | Henry | | | | No
3 | 866444 | | | | N | ABPW |
4 | 368095 | Alvardo | | | | | Unable to Determine
5 | 368096 | | | S | | BW | No
6 | 186315 | Ahlgrim | Dakota | | F
7
8
File Name: E:\cm20_00_facts_3.csv.csv
Browse...
(only .csv format is allowed)
Upload Spreadsheet

2. Use the **browse** button to select the desired .csv file.

3. Click on **upload spreadsheet** to upload the selected file.

4. A screen displaying matched and mismatched youth details will be displayed.



FACTS#	Import File: Last Name	Import File: First Name	Import File: MI	Import File: Gender	Import File: Ethnicity	Import File: Hispanic	YouthId	Last Name	First Name	MI	Gender	Ethnicity	Hispanic	Mismatch Reason
250358	Price	Raymond	L			Yes	90	Price	Raymond	L	M	W	Yes	
859881	Hunt	Helen		N		No								FACTS# not found
328444	Tanner	Donna	P	F	I	Yes	15	Tanner	Donna	P	F	I	Yes	
449987	Jordan	Terry	P	F	G		276	Jordan	Don	P	M		Yes	Ethnicity not found
566555	Andrew	Balzer	W	M	IABW	Yes	200	Andrew	Balzer	W	M	IABW	Yes	
469993		Sarah	h	F	I		55	loya	Sarah		F	I	No	

5. Click **Import Matched Rows** button to import the matched rows to the SARA database**.**

6. Click **Export Mismatched Rows to csv** button to export the mismatched rows to a CSV file.

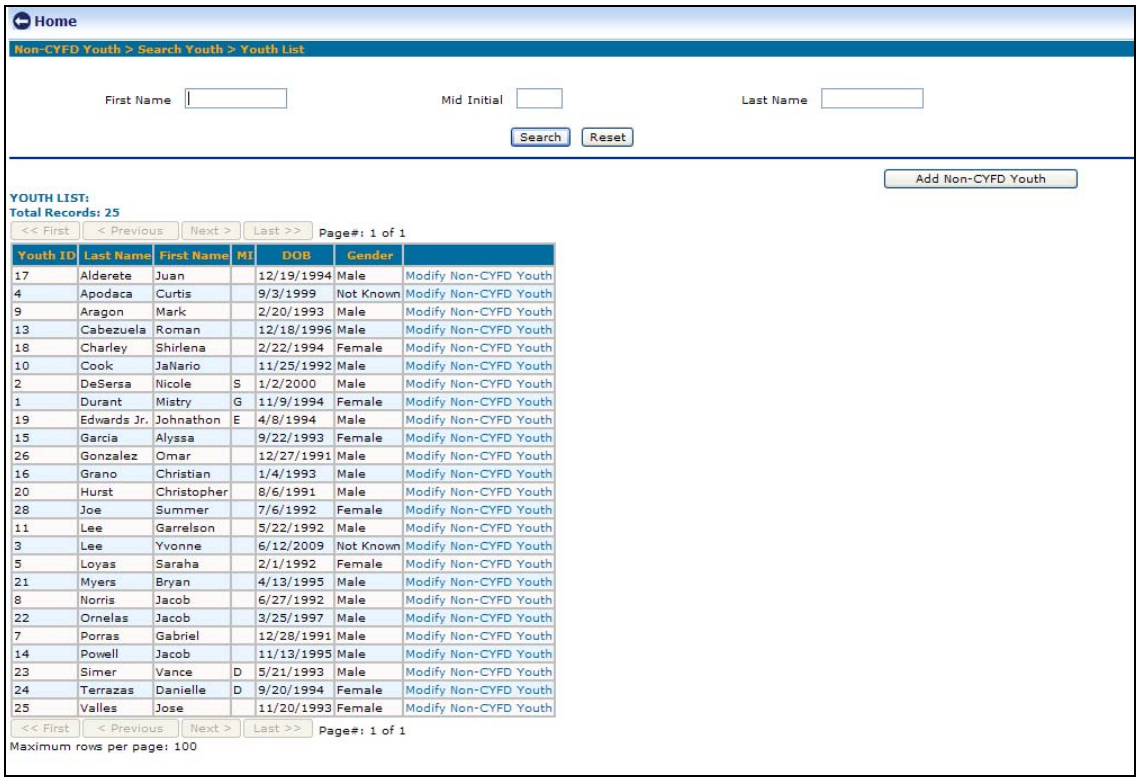
7. Click **Cancel Import** to cancel this operation and go back to the previous screen.

8. Click the **Home** link to go back to the home page.

Non-CYFD Admission

A Non-CYFD Youth is any youth being detained under another authority, such as federal or tribal hold in a juvenile detention facility.

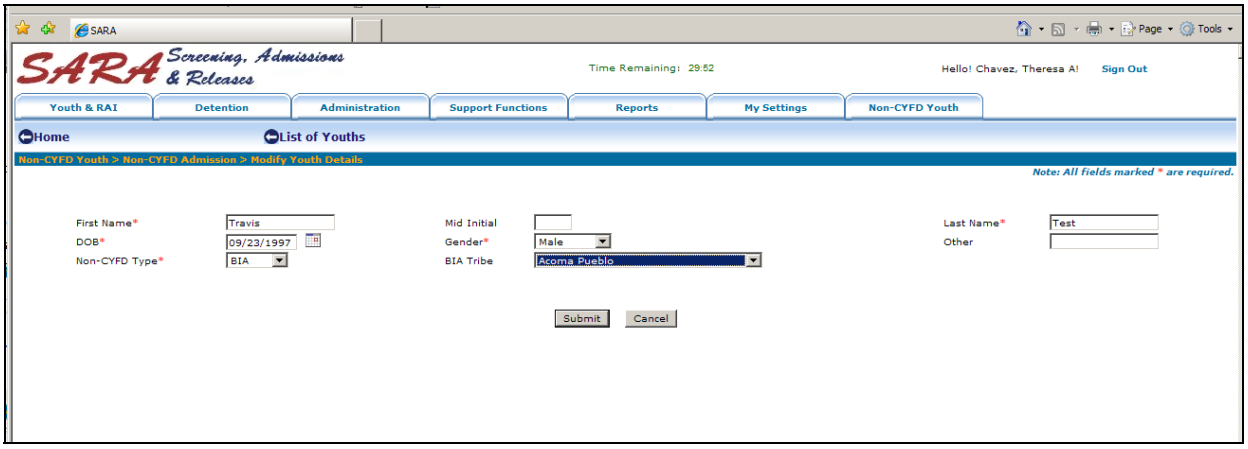
1. To record admission for non-CYFD youth, from the **menu** tab choose **Non-CYFD → Non-CYFD Admission**. A search filter will appear:


Home
Non-CYFD Youth > Search Youth > Youth List
First Name
Mid Initial
Last Name
Search
Reset
Add Non-CYFD Youth
YOUTH LIST:
Total Records: 25
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Youth ID | Last Name | First Name | MI | DOB | Gender
17 | Alderete | Juan | | 12/19/1994 | Male | Modify Non-CYFD Youth
4 | Apodaca | Curtis | | 9/3/1999 | Not Known | Modify Non-CYFD Youth
9 | Aragon | Mark | | 2/20/1993 | Male | Modify Non-CYFD Youth
13 | Cabezuela | Roman | | 12/18/1996 | Male | Modify Non-CYFD Youth
18 | Charley | Shirlena | | 2/22/1994 | Female | Modify Non-CYFD Youth
10 | Cook | JaNario | | 11/25/1992 | Male | Modify Non-CYFD Youth
2 | DeSersa | Nicole | S | 1/2/2000 | Male | Modify Non-CYFD Youth
1 | Durant | Mistry | G | 11/9/1994 | Female | Modify Non-CYFD Youth
19 | Edwards Jr. | Johnathon | E | 4/8/1994 | Male | Modify Non-CYFD Youth
15 | Garcia | Alyssa | | 9/22/1993 | Female | Modify Non-CYFD Youth
26 | Gonzalez | Omar | | 12/27/1991 | Male | Modify Non-CYFD Youth
16 | Grano | Christian | | 1/4/1993 | Male | Modify Non-CYFD Youth
20 | Hurst | Christopher | | 8/6/1991 | Male | Modify Non-CYFD Youth
28 | Joe | Summer | | 7/6/1992 | Female | Modify Non-CYFD Youth
11 | Lee | Garrelson | | 5/22/1992 | Male | Modify Non-CYFD Youth
3 | Lee | Yvonne | | 6/12/2009 | Not Known | Modify Non-CYFD Youth
5 | Loyas | Saraha | | 2/1/1992 | Female | Modify Non-CYFD Youth
21 | Myers | Bryan | | 4/13/1995 | Male | Modify Non-CYFD Youth
8 | Norris | Jacob | | 6/27/1992 | Male | Modify Non-CYFD Youth
22 | Ornelas | Jacob | | 3/25/1997 | Male | Modify Non-CYFD Youth
7 | Porras | Gabriel | | 12/28/1991 | Male | Modify Non-CYFD Youth
14 | Powell | Jacob | | 11/13/1995 | Male | Modify Non-CYFD Youth
23 | Simer | Vance | D | 5/21/1993 | Male | Modify Non-CYFD Youth
24 | Terrazas | Danielle | D | 9/20/1994 | Female | Modify Non-CYFD Youth
25 | Valles | Jose | | 11/20/1993 | Female | Modify Non-CYFD Youth
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Maximum rows per page: 100

2. Enter search criteria in the filter and press **Search**. List of youth satisfying the search criteria will be displayed.

3. If you find the youth searched in the existing youth list, click on **Modify Non-CYFD Youth** link.

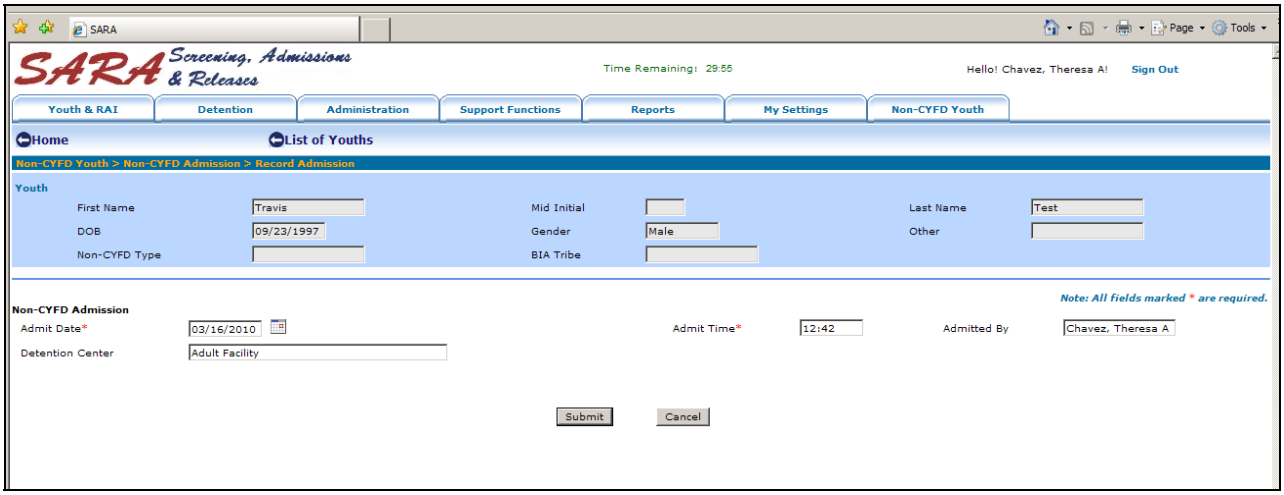
4. In **Modify Non-CYFD Youth** screen, enter the required fields and click the **Submit** button. Changes will be saved for the youth.



- ❖ You will get a message indicating the record updated successfully.

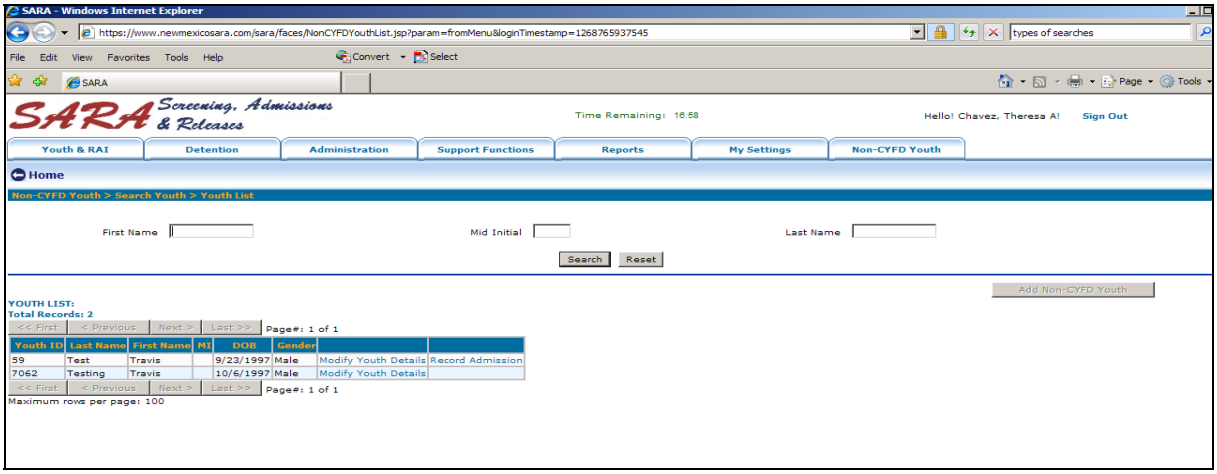
5. Press the **List of Youth** link to go back to your Youth List.

6. Click on **Record Admission** link, the release date and time are prefilled by the system but they are editable by the user.

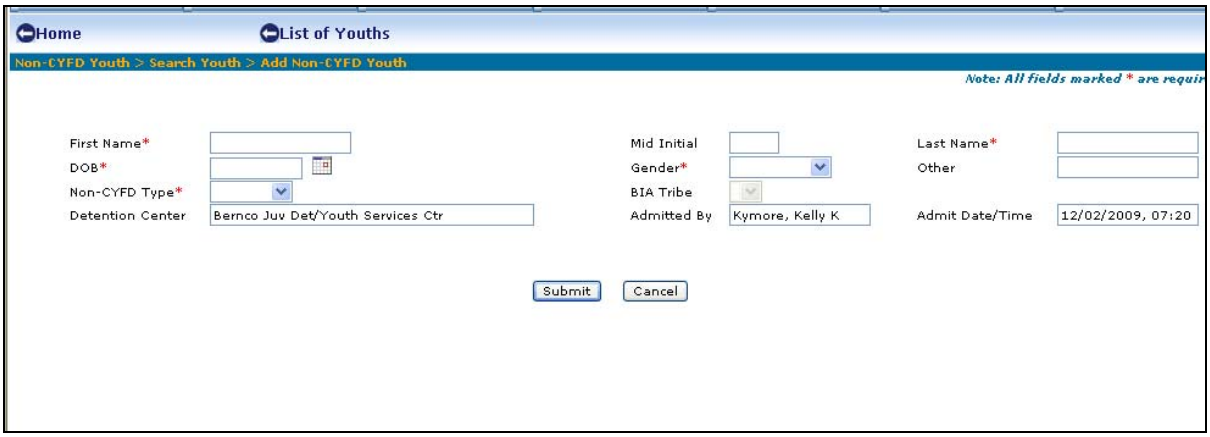


7. Once you have ensured the information is correct, press the **Submit** button and the admission will be recorded for the youth.

8. If the youth is currently being detained in a facility, the list will display as below and the youth will need to be released prior to being admitted into your facility. In the example; Travis Testing is currently in detention.



9. If the youth is not in the list, click on **Add Non-CYFD Youth** button in the Youth List screen. **Add Non-CYFD Youth** screen will be displayed.



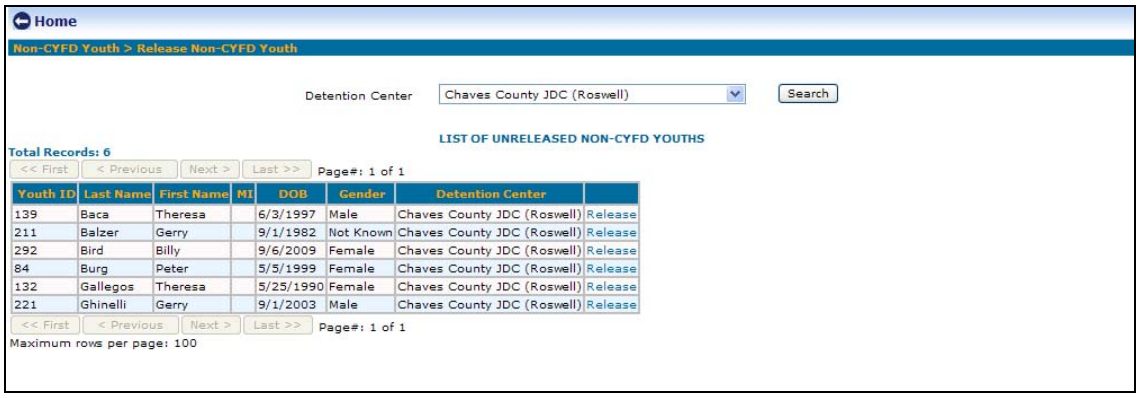
10. Enter required fields in **Add Non-CYFD Youth** screen and click **Submit**. Admission will be recorded for the youth.

11. Click on **Home** link to go back to Home page. Click on **List of Youth** link to go to the youth list screen.

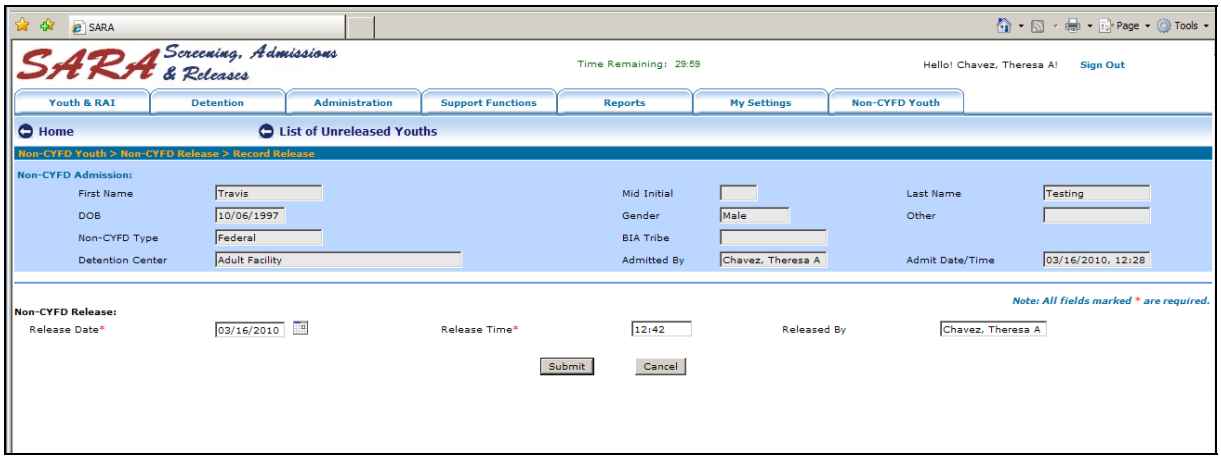
Non-CYFD Release

1. To record release for non-CYFD youth, from the **menu** tab choose **Non-CYFD → Non-CYFD Release**.

2. Select detention center from the dropdown and click on **Search**. List of youth waiting for release will be displayed.


Home
Non-CYFD Youth > Release Non-CYFD Youth
Detention Center
Chaves County JDC (Roswell)
Search
LIST OF UNRELEASED NON-CYFD YOUTHS
Total Records: 6
<< First
< Previous
Next >
Last >>
Page#: 1 of 1
Youth ID
Last Name
First Name
MI
DOB
Gender
Detention Center
139 Baca Theresa 6/3/1997 Male Chaves County JDC (Roswell) Release
211 Balzer Gerry 9/1/1982 Not Known Chaves County JDC (Roswell) Release
292 Bird Billy 9/6/2009 Female Chaves County JDC (Roswell) Release
84 Burg Peter 5/5/1999 Female Chaves County JDC (Roswell) Release
132 Gallegos Theresa 5/25/1990 Female Chaves County JDC (Roswell) Release
221 Ghinelli Gerry 9/1/2003 Male Chaves County JDC (Roswell) Release
Maximum rows per page: 100

3. Click on **Release** link in the youth list. Review and edit the release date and time for the selected youth and then press the **submit** button. A confirmation message will appear indicating the release was saved successfully.



4. Click on **Home link** to go back to Home page.

Reports Search

1. To search for reports, from the **menu** tab choose **Reports.**

2. List of reports available:

   Admission/Releases Category:

   - Population – Aggregate
   - Population – Detailed
   - ADP/ALOS
   - Non-CYFD Population – Aggregate
   - Non-CYFD Population – Detailed

   RAI Category

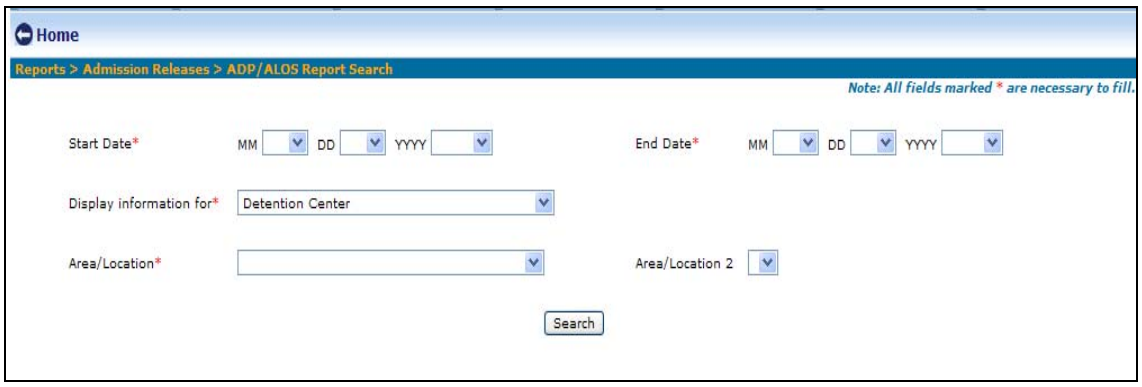
   - Clients Referred with RAI Data – Aggregate
   - Clients Referred with RAI Data – Detailed
   - Progress – Referrals Screened by Category and Score Level
   - Overrides Up and Down

   OGC Category

   - OGC – Aggregate
   - OGC – Detailed

3. From the **Reports** tab, choose the **Report Category** and then the **Report Name**.

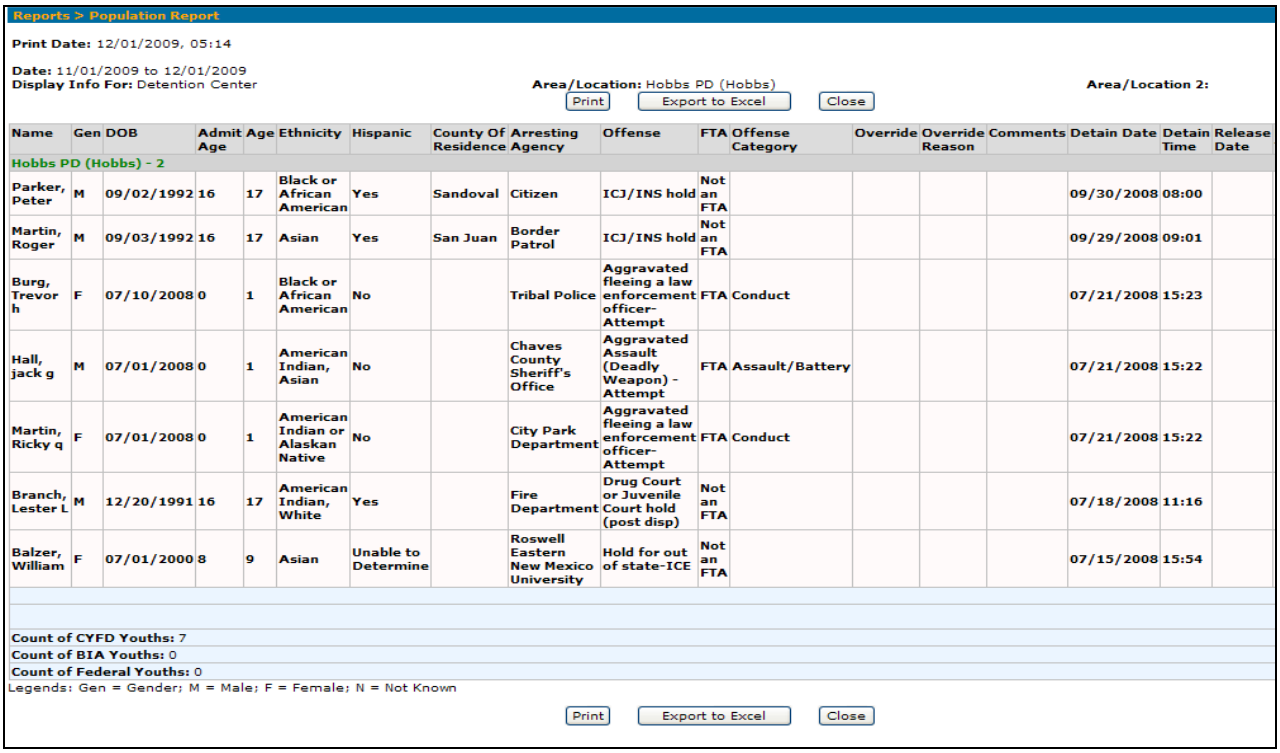
   The **Reports Search** screen appears:



4. Enter the desired date range for your report.
5. Lookup list for **Display information for**:
    a. County
    b. Detention Center
    c. Region and District
    d. Statewide Total and List All Detention Centers
    e. Statewide Total and List All Counties
6. **Area / Location** dropdown only available if County, Detention Center or Region and District are selected in '**Display information for'** list.
7. **Area / Location 2** dropdown is only available if Region and District is selected for '**Display information for'** list.

Population Report

1. To search for report, from the **menu** tab choose **Reports** -> **Admission/Releases** -> **Reports Search** -> **Population Report** (Detailed or Aggregate). The **Reports Search** screen appears.
2. Enter the required search criteria and click **Search** button.
3. **Population Report** displayed in new pop up window as per the search criteria entered in the **Reports Search** screen.



Reports > Population Report

Print Date: 12/01/2009, 05:14

Date: 11/01/2009 to 12/01/2009
Display Info For: Detention Center

Area/Location: Hobbs PD (Hobbs)

Area/Location 2:

Print | Export to Excel | Close

Name	Gen	DOB	Admit Age	Age	Ethnicity	Hispanic	County Of Residence	Arresting Agency	Offense	FTA	Offense Category	Override	Override Reason	Comments	Detain Date	Detain Time	Release Date
Hobbs PD (Hobbs) - 2																	
Parker, Peter	M	09/02/1992	16	17	Black or African American	Yes	Sandoval	Citizen	ICJ/INS hold	Not an FTA					09/30/2008	08:00	
Martin, Roger	M	09/03/1992	16	17	Asian	Yes	San Juan	Border Patrol	ICJ/INS hold	Not an FTA					09/29/2008	09:01	
Burg, Trevor h	F	07/10/2008	0	1	Black or African American	No		Tribal Police	Aggravated fleeing a law enforcement officer-Attempt	FTA	Conduct				07/21/2008	15:23	
Hall, jack g	M	07/01/2008	0	1	American Indian, Asian	No		Chaves County Sheriff's Office	Aggravated Assault (Deadly Weapon) - Attempt	FTA	Assault/Battery				07/21/2008	15:22	
Martin, Ricky q	F	07/01/2008	0	1	American Indian or Alaskan Native	No		City Park Department	Aggravated fleeing a law enforcement officer-Attempt	FTA	Conduct				07/21/2008	15:22	
Branch, Lester L	M	12/20/1991	16	17	American Indian, White	Yes		Fire Department	Drug Court or Juvenile Court hold (post disp)	Not an FTA					07/18/2008	11:16	
Balzer, William	F	07/01/2000	8	9	Asian	Unable to Determine		Roswell Eastern New Mexico University	Hold for out of state-ICE	Not an FTA					07/15/2008	15:54	

Count of CYFD Youths: 7
Count of BIA Youths: 0
Count of Federal Youths: 0

Legends: Gen = Gender; M = Male; F = Female; N = Not Known

Print | Export to Excel | Close

4. **Population Report** is available for both **Aggregate** and **Detailed** type.

5. Click **Print** button to view the report in a PDF pop up window. To print, go to **File** then **Print**. Close out of the window with the **Close** button or the **X** located in the upper right hand side of the window.

6. Click **Export to Excel** button to export the report to Excel File.

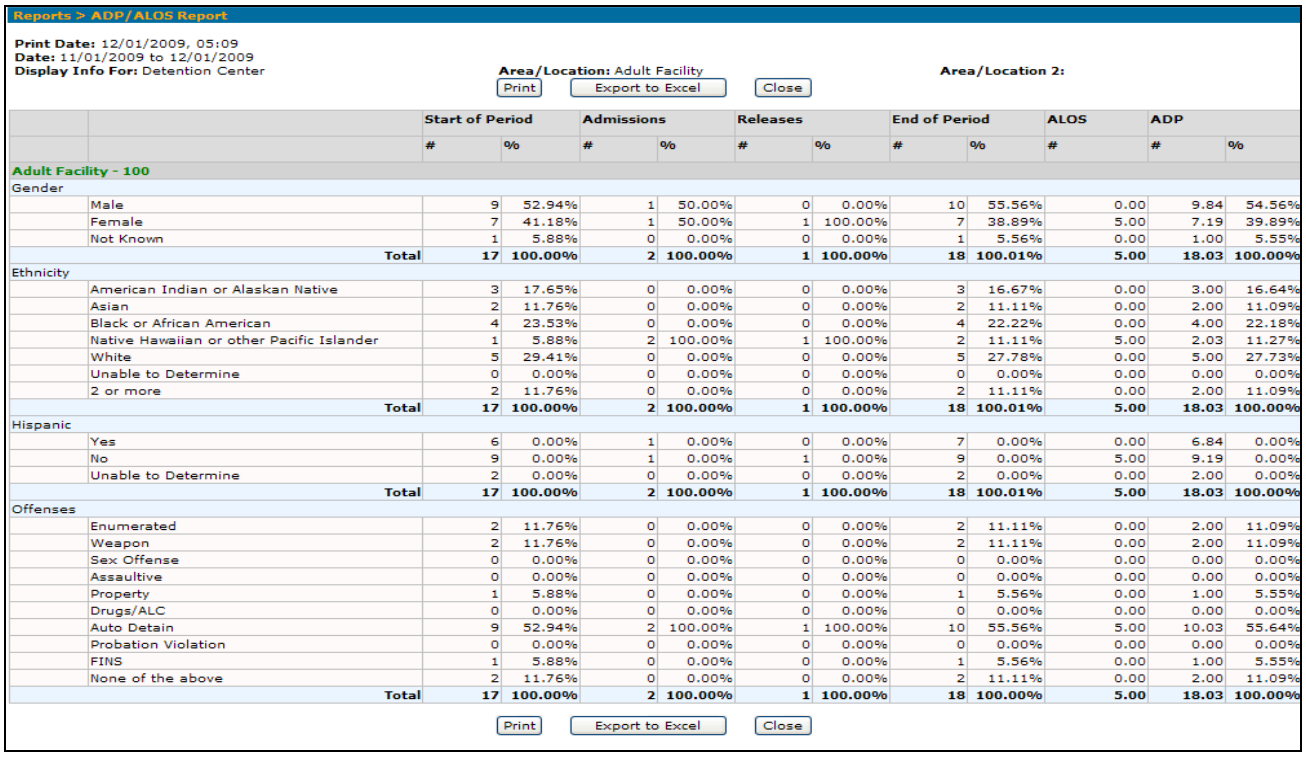
7. Click **Close** Button to close the pop up window.

ADP / ALOS (Average Daily Population / Average Length of Stay)

1. To search for report, from the **menu** tab choose **Reports** -> **Admission/Releases** -> **Reports Search** -> **ADP/ALOS Report**. The **Report Search** screen appears.

2. Enter the required search criteria and click **Search** button.

3. **ADP/ALOS Report** displayed in new pop up window as per the search criteria entered in the **Reports Search** screen.



Reports > ADP/ALOS Report

Print Date: 12/01/2009, 05:09
Date: 11/01/2009 to 12/01/2009
Display Info For: Detention Center

Area/Location: Adult Facility

Print | Export to Excel | Close

Area/Location 2:

		Start of Period		Admissions		Releases		End of Period		ALOS	ADP	
		#	%	#	%	#	%	#	%	#	#	%
Adult Facility - 100												
Gender												
	Male	9	52.94%	1	50.00%	0	0.00%	10	55.56%	0.00	9.84	54.56%
	Female	7	41.18%	1	50.00%	1	100.00%	7	38.89%	5.00	7.19	39.89%
	Not Known	1	5.88%	0	0.00%	0	0.00%	1	5.56%	0.00	1.00	5.55%
	Total	**17**	**100.00%**	**2**	**100.00%**	**1**	**100.00%**	**18**	**100.01%**	**5.00**	**18.03**	**100.00%**
Ethnicity												
	American Indian or Alaskan Native	3	17.65%	0	0.00%	0	0.00%	3	16.67%	0.00	3.00	16.64%
	Asian	2	11.76%	0	0.00%	0	0.00%	2	11.11%	0.00	2.00	11.09%
	Black or African American	4	23.53%	0	0.00%	0	0.00%	4	22.22%	0.00	4.00	22.18%
	Native Hawaiian or other Pacific Islander	1	5.88%	2	100.00%	1	100.00%	2	11.11%	5.00	2.03	11.27%
	White	5	29.41%	0	0.00%	0	0.00%	5	27.78%	0.00	5.00	27.73%
	Unable to Determine	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00	0.00	0.00%
	2 or more	2	11.76%	0	0.00%	0	0.00%	2	11.11%	0.00	2.00	11.09%
	Total	**17**	**100.00%**	**2**	**100.00%**	**1**	**100.00%**	**18**	**100.01%**	**5.00**	**18.03**	**100.00%**
Hispanic												
	Yes	6	0.00%	1	0.00%	0	0.00%	7	0.00%	0.00	6.84	0.00%
	No	9	0.00%	1	0.00%	1	0.00%	9	0.00%	5.00	9.19	0.00%
	Unable to Determine	2	0.00%	0	0.00%	0	0.00%	2	0.00%	0.00	2.00	0.00%
	Total	**17**	**100.00%**	**2**	**100.00%**	**1**	**100.00%**	**18**	**100.01%**	**5.00**	**18.03**	**100.00%**
Offenses												
	Enumerated	2	11.76%	0	0.00%	0	0.00%	2	11.11%	0.00	2.00	11.09%
	Weapon	2	11.76%	0	0.00%	0	0.00%	2	11.11%	0.00	2.00	11.09%
	Sex Offense	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00	0.00	0.00%
	Assaultive	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00	0.00	0.00%
	Property	1	5.88%	0	0.00%	0	0.00%	1	5.56%	0.00	1.00	5.55%
	Drugs/ALC	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00	0.00	0.00%
	Auto Detain	9	52.94%	2	100.00%	1	100.00%	10	55.56%	5.00	10.03	55.64%
	Probation Violation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00	0.00	0.00%
	FINS	1	5.88%	0	0.00%	0	0.00%	1	5.56%	0.00	1.00	5.55%
	None of the above	2	11.76%	0	0.00%	0	0.00%	2	11.11%	0.00	2.00	11.09%
	Total	**17**	**100.00%**	**2**	**100.00%**	**1**	**100.00%**	**18**	**100.00%**	**5.00**	**18.03**	**100.00%**

Print | Export to Excel | Close

4. **ADP/ALOS Report** is available only for **Detailed** type.

5. Click **Print** button to view the report in a PDF pop up window. To print, go to **File** then **Print**. Close out of the window with the **Close** button or the **X** located in the upper right hand side of the window.

6. Click **Export to Excel** button to export the report to Excel File.

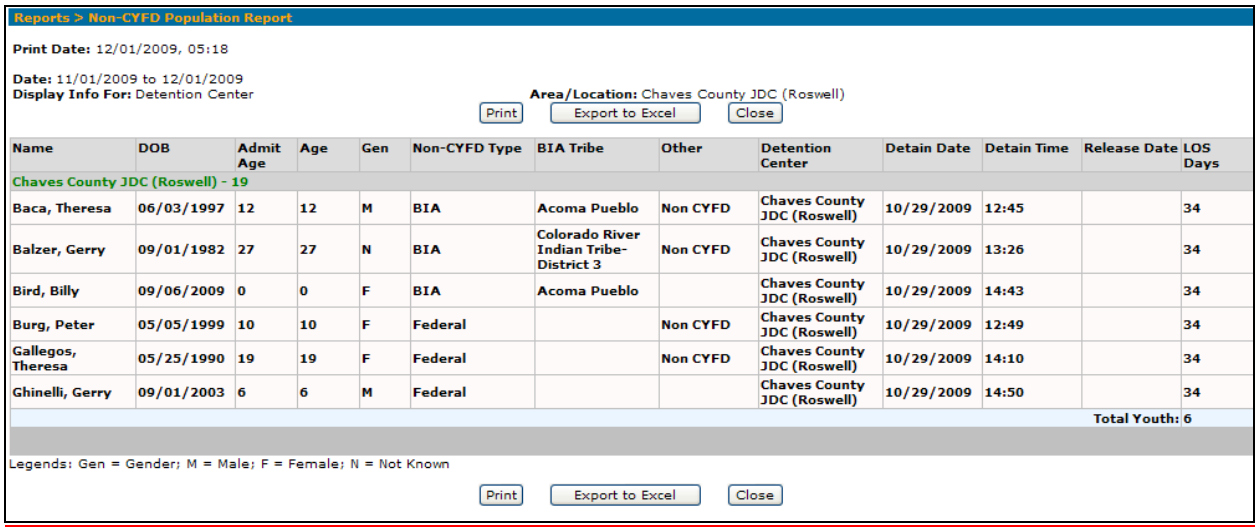
7. Click **Close** Button to close the pop up window.

Non-CYFD Population Report

1. To search for report, from the **menu** tab choose **Reports** -> **Admission/Releases** -> **Reports Search** -> **Non- CYFD Report** (Detailed or Aggregate). The **Reports Search** screen appears.

2. Enter the required search criteria and click **Search** button.

3. **Non-CYFD Population Report** will be displayed in new pop up window as per the search criteria entered in the **Reports Search** screen.



Reports > Non-CYFD Population Report

Print Date: 12/01/2009, 05:18

Date: 11/01/2009 to 12/01/2009
Display Info For: Detention Center

Area/Location: Chaves County JDC (Roswell)

Print | Export to Excel | Close

Name	DOB	Admit Age	Age	Gen	Non-CYFD Type	BIA Tribe	Other	Detention Center	Detain Date	Detain Time	Release Date	LOS Days
Chaves County JDC (Roswell) - 19												
Baca, Theresa	06/03/1997	12	12	M	BIA	Acoma Pueblo	Non CYFD	Chaves County JDC (Roswell)	10/29/2009	12:45		34
Balzer, Gerry	09/01/1982	27	27	N	BIA	Colorado River Indian Tribe-District 3	Non CYFD	Chaves County JDC (Roswell)	10/29/2009	13:26		34
Bird, Billy	09/06/2009	0	0	F	BIA	Acoma Pueblo		Chaves County JDC (Roswell)	10/29/2009	14:43		34
Burg, Peter	05/05/1999	10	10	F	Federal		Non CYFD	Chaves County JDC (Roswell)	10/29/2009	12:49		34
Gallegos, Theresa	05/25/1990	19	19	F	Federal		Non CYFD	Chaves County JDC (Roswell)	10/29/2009	14:10		34
Ghinelli, Gerry	09/01/2003	6	6	M	Federal			Chaves County JDC (Roswell)	10/29/2009	14:50		34
											Total Youth:	6

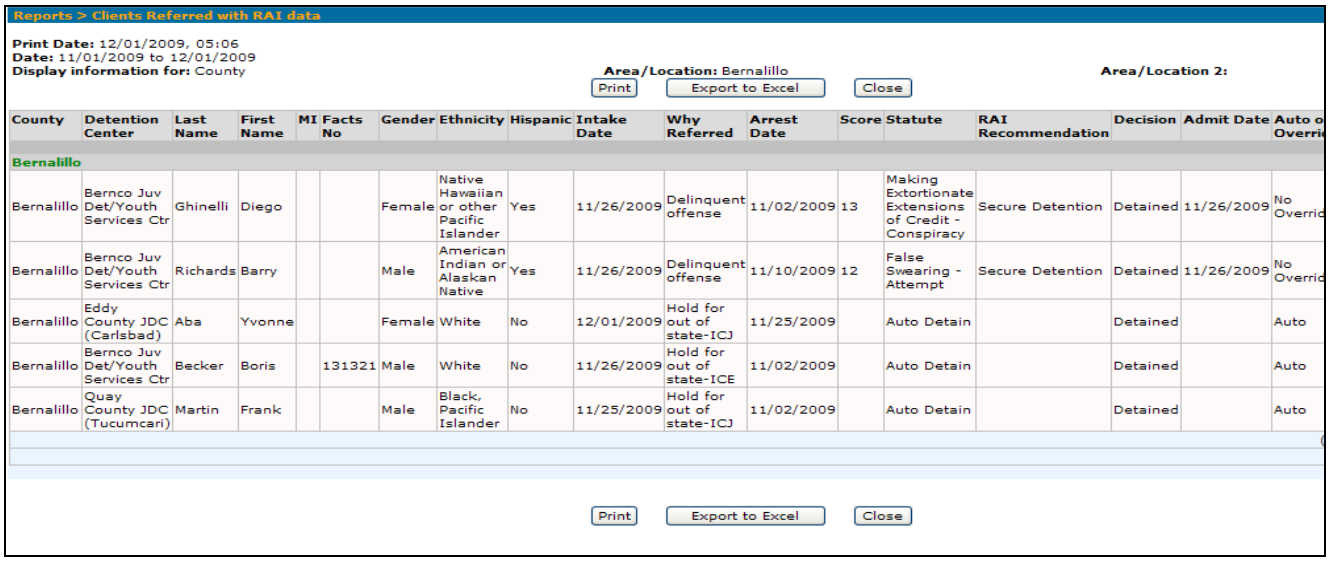
Legends: Gen = Gender; M = Male; F = Female; N = Not Known

Print | Export to Excel | Close

4. **Non-CYFD Population Report** is available for both Aggregate and Detailed type**.**
5. Click **Print** button to view the report in a PDF pop up window. To print, go to **File** then **Print**. Close out of the window with the **Close** button or the **X** located in the upper right hand side of the window.
6. Click **Export to Excel** button to export the report to Excel File.
7. Click **Close** Button to close the pop up window.

Clients Referred with RAI data

1. To search for report, from the **menu** tab choose **Reports** -> **RAI** -> **Reports Search** -> **Clients Referred** (Aggregate or Detailed). The **Reports Search** screen appears.
2. Enter the required search criteria and click **Search** button.
3. **Clients Referred with RAI data Report** displayed in new pop up window as per the search criteria entered in the **Reports Search** screen.



Reports > Clients Referred with RAI data

Print Date: 12/01/2009, 05:06
Date: 11/01/2009 to 12/01/2009
Display information for: County

Area/Location: Bernalillo

Area/Location 2:

Print | Export to Excel | Close

County	Detention Center	Last Name	First Name	MI	Facts No	Gender	Ethnicity	Hispanic	Intake Date	Why Referred	Arrest Date	Score	Statute	RAI Recommendation	Decision	Admit Date	Auto o Overri
Bernalillo																	
Bernalillo	Bernco Juv Det/Youth Services Ctr	Ghinelli	Diego			Female	Native Hawaiian or other Pacific Islander	Yes	11/26/2009	Delinquent offense	11/02/2009	13	Making Extortionate Extensions of Credit - Conspiracy	Secure Detention	Detained	11/26/2009	No Overri
Bernalillo	Bernco Juv Det/Youth Services Ctr	Richards	Barry			Male	American Indian or Alaskan Native	Yes	11/26/2009	Delinquent offense	11/10/2009	12	False Swearing - Attempt	Secure Detention	Detained	11/26/2009	No Overri
Bernalillo	Eddy County JDC (Carlsbad)	Aba	Yvonne			Female	White	No	12/01/2009	Hold for out of state-ICJ	11/25/2009		Auto Detain		Detained		Auto
Bernalillo	Bernco Juv Det/Youth Services Ctr	Becker	Boris		131321	Male	White	No	11/26/2009	Hold for out of state-ICE	11/02/2009		Auto Detain		Detained		Auto
Bernalillo	Quay County JDC (Tucumcari)	Martin	Frank			Male	Black, Pacific Islander	No	11/25/2009	Hold for out of state-ICJ	11/02/2009		Auto Detain		Detained		Auto

Print | Export to Excel | Close

4. **Clients Referred with RAI data Report** is available for both **Aggregate** and **Detailed** type.

5. Click **Print** button to view the report in a PDF pop up window. To print, go to **File** then **Print**. Close out of the window with the **Close** button or the **X** located in the upper right hand side of the window.

6. Click **Export to Excel** button to export the report to Excel File.

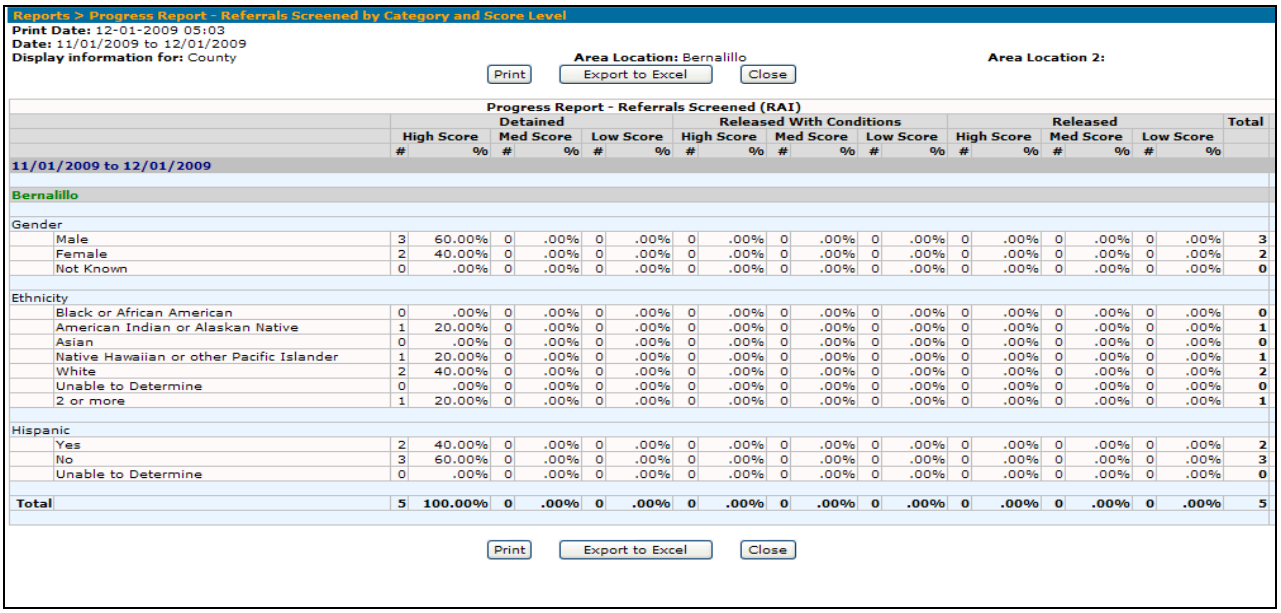
7. Click **Close** Button to close the pop up window.

Progress – Referrals Screened by Category and Score Level

1. To search for report, from the **menu** tab choose **Reports** -> **RAI** -> **Reports Search** -> **Progress Report**. The **Reports Search** screen appears.

2. Enter the required search criteria and click **Search** button.

3. **Progress – Referrals Screened by Category and Score Level Report** displayed in new pop up window as per the search criteria entered in the **Reports Search** screen.



Reports > Progress Report - Referrals Screened by Category and Score Level

Print Date: 12-01-2009 05:03
Date: 11/01/2009 to 12/01/2009
Display information for: County

Area Location: Bernalillo **Area Location 2:**

Print Export to Excel Close

Progress Report - Referrals Screened (RAI)

	Detained						Released With Conditions						Released						Total
	High Score		Med Score		Low Score		High Score		Med Score		Low Score		High Score		Med Score		Low Score		
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
11/01/2009 to 12/01/2009																			
Bernalillo																			
Gender																			
Male	3	60.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	3
Female	2	40.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	2
Not Known	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0
Ethnicity																			
Black or African American	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0
American Indian or Alaskan Native	1	20.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	1
Asian	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0
Native Hawaiian or other Pacific Islander	1	20.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	1
White	2	40.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	2
Unable to Determine	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0
2 or more	1	20.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	1
Hispanic																			
Yes	2	40.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	2
No	3	60.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	3
Unable to Determine	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0	.00%	0
Total	**5**	**100.00%**	**0**	**.00%**	**0**	**.00%**	**0**	**.00%**	**0**	**.00%**	**0**	**.00%**	**0**	**.00%**	**0**	**.00%**	**0**	**.00%**	**5**

Print Export to Excel Close

4. **Progress – Referrals Screened by Category and Score Level Report** is available only for **Detailed** type.

5. Click **Print** button to view the report in a PDF pop up window. To print, go to **File** then **Print**. Close out of the window with the **Close** button or the **X** located in the upper right hand side of the window.

6. Click **Export to Excel** button to export the report to Excel File.

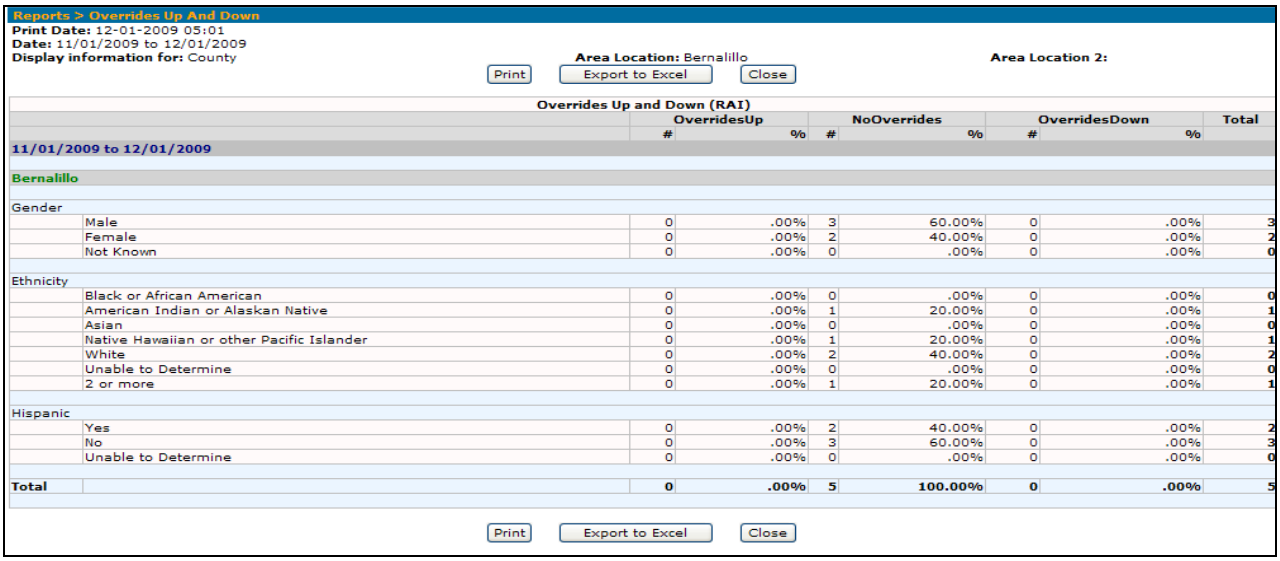
7. Click **Close** Button to close the pop up window.

Overrides Up and Down

1. To search for report, from the **menu** tab choose **Reports** -> **RAI** -> **Reports Search** -> **Overrides Report**. The **Reports Search** screen appears.

2. Enter the required search criteria and click **Search** button.

3. **Overrides Up and Down Report** displayed in new pop up window as per the search criteria entered in the **Reports Search** screen.



Reports > Overrides Up And Down
Print Date: 12-01-2009 05:01
Date: 11/01/2009 to 12/01/2009
Display information for: County
Area Location: Bernalillo
Area Location 2:
Print | Export to Excel | Close

Overrides Up and Down (RAI)

		OverridesUp		NoOverrides		OverridesDown		Total
		#	%	#	%	#	%	
11/01/2009 to 12/01/2009								
Bernalillo								
Gender								
	Male	0	.00%	3	60.00%	0	.00%	3
	Female	0	.00%	2	40.00%	0	.00%	2
	Not Known	0	.00%	0	.00%	0	.00%	0
Ethnicity								
	Black or African American	0	.00%	0	.00%	0	.00%	0
	American Indian or Alaskan Native	0	.00%	1	20.00%	0	.00%	1
	Asian	0	.00%	0	.00%	0	.00%	0
	Native Hawaiian or other Pacific Islander	0	.00%	1	20.00%	0	.00%	1
	White	0	.00%	2	40.00%	0	.00%	2
	Unable to Determine	0	.00%	0	.00%	0	.00%	0
	2 or more	0	.00%	1	20.00%	0	.00%	1
Hispanic								
	Yes	0	.00%	2	40.00%	0	.00%	2
	No	0	.00%	3	60.00%	0	.00%	3
	Unable to Determine	0	.00%	0	.00%	0	.00%	0
Total		**0**	**.00%**	**5**	**100.00%**	**0**	**.00%**	**5**

Print | Export to Excel | Close

4. **Overrides Up and Down** is available only for **Detailed** type.

5. Click **Print** button to view the report in a PDF pop up window. To print, go to **File** then **Print**. Close out of the window with the **Close** button or the **X** located in the upper right hand side of the window.

6. Click **Export to Excel** button to export the report to Excel File.

7. Click **Close** Button to close the pop up window.

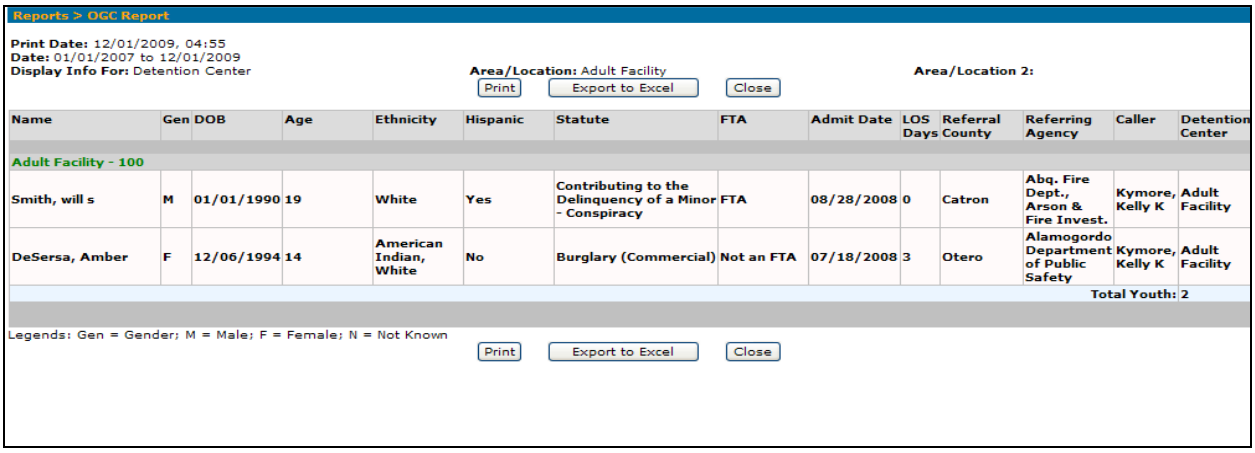
OGC Report

How to see OGC Report

1. To search for report, from the **menu** tab choose **Reports** -> **OGC** -> **OGC Report** (Aggregate or Detailed). The **Reports Search** screen appears.

2. Enter the required search criteria and click **Search** button.

3. **OGC Report** displayed in new pop up window as per the search criteria entered in the **Reports Search** screen.


Reports > OGC Report

Print Date: 12/01/2009, 04:55
Date: 01/01/2007 to 12/01/2009
Display Info For: Detention Center

Area/Location: Adult Facility

Print | Export to Excel | Close

Area/Location 2:

Name	Gen	DOB	Age	Ethnicity	Hispanic	Statute	FTA	Admit Date	LOS Days	Referral County	Referring Agency	Caller	Detention Center
Adult Facility - 100													
Smith, will s	M	01/01/1990	19	White	Yes	Contributing to the Delinquency of a Minor - Conspiracy	FTA	08/28/2008	0	Catron	Abq. Fire Dept., Arson & Fire Invest.	Kymore, Kelly K	Adult Facility
DeSersa, Amber	F	12/06/1994	14	American Indian, White	No	Burglary (Commercial)	Not an FTA	07/18/2008	3	Otero	Alamogordo Department of Public Safety	Kymore, Kelly K	Adult Facility
												Total Youth:	2

Legends: Gen = Gender; M = Male; F = Female; N = Not Known

Print | Export to Excel | Close

4. **OGC** is available for both **Aggregate** and **Detailed** type.

5. Click **Print** button to view the report in a PDF pop up window. To print, go to **File** then **Print**. Close out of the window with the **Close** button or the **X** located in the upper right hand side of the window.

6. Click **Export to Excel** button to export the report to Excel File.

7. Click **Close** Button to close the pop up window.